

## Diploma of Business Administration (BSB50407)

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<b>UNITS OF COMPETENCY:</b>	<p>Units (8 units are required to complete the Diploma of Business Administration)</p> <p>BSBFIM502A – Manage Payroll</p> <p>BSBADM502B – Manage Meetings</p> <p>BSBADM504B – Plan or Review Administrative Systems</p> <p>BSBADM506B – Manage Business Document Design and Development</p> <p>BSBPMG510A – Manage Projects</p> <p>BSBCUS501B – Manage Quality Customer Service</p> <p>BSBMGT502B – Manage People Performance</p> <p>BSBWOR501B – Manage Personal Work Priorities and Professional Development</p>
<b>COURSE OVERVIEW:</b>	<p>This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.</p>
<b>PRE-REQUISITES:</b>	<p>There are no entry requirements for this qualification.</p>
<b>ASSESSMENT:</b>	<p>All units within the course have assessment activities, with set due dates for completion.</p>
<b>HOW TO BOOK:</b>	<p>Contact Head Office on (02) 6247 2839 or email CTI at enquiries@cticanberra.com.au</p>
<b>REFUND POLICY:</b>	<p>Refer to CTI's client information book</p>

## The Essentials

### DURATION

10 weeks, 1 day per week, 9am - 12pm

### VENUE

Capital Training Institute  
Cooyong Centre  
1 Torrens St  
Braddon ACT 2612

### DATES

Please refer to Course Guide for more information

### DELIVERY METHODS

- General Public Course
- Distance Delivery
- Recognition of Prior Learning

### WHAT'S INCLUDED

- Refreshments
- Course Notes and Handouts
- Accredited certificate on successful completion

### AWARD

Diploma of Business Administration

### ASSESSMENT

Please refer to Course Guide for more information

### FEE

\$2,800 (plus GST)

### RPL

Please refer to CTI's Client Information Book

### PAYMENT METHODS

- Mastercard, VISA
- Cheque
- EFT (Electronic Funds Transfer)
- Cash