

Diploma of Business Administration

BSB50415



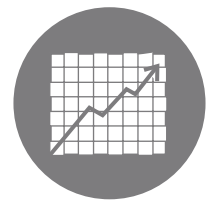
Learn To Be A Leader

Explore and sculpt your edges to be a leader. The art of education is not learning, but the ability and desire to learn, not knowledge but strength and persistence.



Know Yourself Better

Be a Leader not a follower. Discover the innovative person in yourself. Challenge yourself and take accountability of your decision. Never give up on something you believe in.



Measure Your Growth

Set yourself achievable goals and follow someone as a mentor. Everyday do something that will inch you closure to a better tomorrow. Be not afraid of growing slowly.

Make the right choice



Course Overview

This course is recommended for students who want to build their career in the field of administration, seek maximum credit transfer to university, or already hold qualifications and/or experience and want to advance their business administration skills. The potential career options could be Administration Manager, Executive Officer, General Office Manager or Office Manager.

Success in the Business Administration field comes from a combination of skills. It is important to be able to meet deadlines and multitask. If you are working with clients, it is important to keep their information confidential. Having a trusted reputation is critical in the business world.

The Diploma of Business Administration will broaden your administration skills to meet the expectations of employers. You'll develop a range of skills, including the ability to manage meetings, conferences, administration systems and business documents.

This qualification will also provide you with skills in undertaking project work, addressing customer needs, ensuring team effectiveness and facilitating continuous improvements. You will learn to identify new and emerging opportunities for a business and develop strategies to capitalise on them, whether it's in your business or as a future leader in private enterprise.

What will you learn

- Manage meetings
- Plan and manage conferences
- Plan and implement administrative systems
- Manage business document design and development
- Undertake project work

- Lead and manage team effectiveness
- Facilitate continuous improvement
- Address customer needs

Accreditation

This qualification is nationally recognised under the Australian Qualification Framework (AQF).

Entry Requirements**

- IELTS (Academic) - minimum 5.5 bands overall
- TOEFL (PB) - minimum 506
- TOEFL (IBT) - 62
- PTE (Academic) - 46 or
- Contact us for other equivalent options

Career Prospects

Administration Manager, Senior Executive Assistant, Administration Officer, Accounts Supervisor, Executive Personal Assistant, Project Assistant

Duration

52 weeks

Intake Dates

Every month* (Contact us for the intake dates)

ENROL NOW

07 5679 6126

info@riverton.edu.au

www.riverton.edu.au

*Depending on student numbers

**For Non-native English Speakers only



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