

AOT Course Guide

BSB50407 Diploma of Business Administration

Accredited Online Training Pty Ltd

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Diploma of Business Administration

The Diploma of Business Administration provides managerial level training for clerical and administrative personnel.

You will gain essential skills that will prepare you for a range of administrative careers, including office manager, senior executive assistant, personal assistant and administrator.

WHAT WILL YOU ACHIEVE FROM THIS COURSE?

The Diploma of Business Administration is designed to provide you with a planning and organisational perspective of administration, which builds upon your existing computer skills using complex technical features.

EMPLOYABILITY SKILLS

The following is a summary of the employability skills for this qualification. This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described

here are broad industry requirements that may vary depending on the packaging options.

• Communication

- managing organisational systems and processes to ensure usability and compliance by all staff
- participating in complex interpersonal exchanges requiring excellent negotiation and writing skills
- using effective interpersonal skills and relating to a wide range of internal and external clients

• Teamwork

- delegating tasks as per job role responsibilities to appropriately skilled team members
- working and consulting with others to develop systems and processes

• Problem Solving

- anticipating problems and preparing contingency plans
- controlling budgets, reconciling figures, rectifying anomalies and applying estimating skills
- researching and analysing data to prepare work plans and processes as required

• Initiative and Enterprise

- being creative and providing

HOW LONG DOES THE COURSE TAKE?

You, the student, are completely in control of your own learning schedule. Learning online allows you the freedom to study at home, during your lunch break or from anywhere in the world.

Total nominal hours: 390 hrs

Full time load: 12hrs/wk

Full-time duration: 32 weeks

Maximum 12 months access to online course. (Approx. 10-20 hours to complete each unit).

DELIVERY MODE

Online

HOW TO GAIN YOUR QUALIFICATION FASTER & TRANSFER TO UNIVERSITY!

- Fast Track
- RPL (Recognition of prior learning)
- University credit transfer

ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an internet connection and computer



EMPLOYABILITY SKILLS CONT.

- innovative solutions to complex issues
- choosing appropriate systems to meet organisational needs
- designing and developing documentation and related processes
- responding to new and changing circumstances to ensure accurate and timely advice
- **Planning and Organising**
 - allocating resources to ensure organisational requirements are met
 - collecting, collating and analysing information using appropriate workplace business systems
 - developing contingency plans and strategising to meet client needs
- managing meetings and conferences effectively through excellent time management and organisational skills
- **Self Management**
 - following legislative and regulatory requirements to ensure the safety and security of organisational and employee information
 - managing own time and priorities and dealing with contingencies
 - meeting statutory requirements in respect to payroll and recruitment practices
 - taking responsibility as required by work role and ensuring all organisational policies and procedures are followed
- **Learning**
 - planning training needs, and monitoring and evaluating training and induction programmes
- **Technology**
 - using complex functions of computer software to design and develop templates, standard documentation and user manuals
 - using electronic communication devices and processes i.e. computers, internet, intranet, email to produce written correspondence and reports
 - using technology to manage organisational information

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

COURSE STRUCTURE

You are required to complete 8 units of study:

Unit Code	Unit Name	Description
BSBFIM502A	Manage payroll	This unit describes the performance outcomes, skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.
BSBADM502B	Manage meetings	This unit describes the performance outcomes, skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.
BSBADM503B	Plan and manage conferences	This unit describes the performance outcomes, skills and knowledge required to plan, promote and coordinate conferences, ensuring follow up procedures are incorporated.
BSBPMG510A	Manage projects	This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.

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BSBADM504B	Plan or review administration systems	This unit describes the performance outcomes, skills and knowledge required to plan or review the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system.
BSBCUS501A	Manage quality customer service	This unit describes the performance outcomes, skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.
BSBMGT502B	Manage people performance	This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.
BSBWOR402A	Promote team effectiveness	This unit describes the performance outcomes, skills and knowledge required to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.

ASSESSMENTS

AOT uses competency based assessment methods to ensure students have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the student can actually do – and the standard

at which they are able to perform. Performance is measured in terms of whether students meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.

AOT's assessment process may consist of the following tasks, dependant on the unit/chapter requirements:

- Portfolios/case studies
- Holistic Assessments
- Multiple choice and/or
- Short answer questionnaires

Option 1 – Pay Upfront

When you choose to pay up front for the Diploma of Business Administration, you will receive a 10% discount off the total cost of the course.

Course Cost	Pay Only	Save
\$3800	\$3420	\$380

Option 2 – Monthly Payment

Choose this flexible option and you can start achieving today with a low deposit and affordable interest-free monthly instalments.

Low Deposit	11 Monthly Payments
\$566	\$294