

DIPLOMA OF BUSINESS ADMINISTRATION

BSB50415

Overview

The Dūcere Diploma of Business is delivered under the accreditation of Holmesglen Institute and provides graduates with the practical skills and knowledge required for business administration across a wide variety of industry sectors. You will develop diverse skills including leadership, meeting management, planning and business document development.

At a Glance

Qualification	Diploma of Business
Study Mode	Mixed Delivery
Start Date	Enrol anytime
Payment Options	VET FEE-HELP Provided by our VET FEE-HELP partner, Holmesglen Institute
Location	Online / On Campus
Study Time	30 weeks (2 semesters)
Accreditation	Holmesglen Institute
Course Requirements	Computer, Internet, Email
Assessment	Online assignments and tests

Core Subjects

Unit Title	Unit Code
Show Leadership in the Workplace	BSBMGT401A
Manage Meetings	BSBADM502B
Plan and Manage Conferences	BSBADM503B
Manage Quality Customer Service	BSBCUS501C
Manage Business Document Development	BSBADM506B
Plan or Review Administration Systems	BSBADM504B
Undertake Project Work	BSBPMG522A
Manage People Performance	BSBMGT502B

* Just 4 extra units and you can obtain a second qualification in Management or Business.



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Please include your VACC Member number

