It’s not how good you are, it’s how good you want to be.

Become part of the nerve centre of any business!
Do you have an eye for detail?

Strong business administration is central to the outstanding performance of any business. With our Diploma of Business Administration, you will learn the skills and knowledge you need to administer any type of organisation whether it’s in the private, government or not-for-profit sector. Learn a range of specialised, technical and managerial skills that will equip you with what you need to make your mark in a support role.

Course details:
The Diploma of Business Administration is an 8 month course consisting of 8 units of study that are broken up into 3 major clusters of learning.

You’ll learn to:*
- Manage and supervise others, set goals and work priorities
- Set up meetings and conferences
- Drive the admin processes of a project
- Create policies and procedures for sustainability of the business
- Manage key information and knowledge of an enterprise
- Oversee document design and develop high-level word processing skills

* Refer to Evocca College website for full list of units

Career opportunities:
- Office Manager
- Administration Officer
- Accounts Supervisor
- Project Administrator
- Executive Assistant

It’s college, your way.
You choose what you study, when you study, where you study, & how you study.

STILL GOT QUESTIONS?
Evocca College course advisors can answer any questions, queries or enquiries you may have. GIVE US A CALL TODAY ON 1800 386 222 OR VISIT OUR COURSES ONLINE AT: evocca.edu.au

BSB50407 DIPLOMA OF BUSINESS ADMINISTRATION

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