Did you know...
there are over
4,000 job vacancies
advertised each day
for roles in business
administration!

Job ready training, today.

For more information: Call 1300 887 991, email careeradvice@australiscollege.com.au
or visit www.australiscollege.edu.au
DIPLOMA OF
BUSINESS ADMINISTRATION

Get job ready with a Diploma of Business Administration at Australis.

Course details
The Diploma of Business Administration is a highly practical and industry-relevant course that will give you the foundation skills and training required to get a job in Business Administration. The qualification is suitable for anybody wanting to take their first step into an office job, for those who may be wanting to change career paths, and for those who want a job with flexible working hours that can fit around their lifestyle.

You’ll learn to*:
• Coordinate and plan meetings
• Oversee document and presentation development
• Valuably contribute to projects
• Deliver quality customer service
• Manage staff performance and business travel

*Refer to Australis College website for full list of units

Career opportunities
Careers and titles vary across different industry sectors.
Possible job titles relevant to this qualification include:
• Administration Manager
• General Office Support
• Office Manager
• Personal Assistant
• Front Desk and Reception

Entry requirements
There are no entry requirements for this qualification.

VET FEE-HELP
Study Now and Pay Later! Ask us how we can help you start learning and earning without the stress of worrying about how you are going to pay for your education. With VET FEE-HELP you can defer payment of your course until you earn over the minimum income amount. To find out how, visit the VET FEE-HELP page on our website: www.australiscollege.edu.au.

Job ready training, today.
Australis College puts the student first and all of our training is purpose built with the end in mind – to ensure you are highly skilled and job ready.

Because of our student-centric approach we offer a flexible learning model that can be personalised to each and every individual.

Australis students can study online, undertake face-to-face study, or study in mixed mode by combining the two.

What does this mean?
It means you can study how and when you like!

So if you want a quality industry-relevant education that opens doors for you to achieve your dream job, make Australis College your first choice for job ready training, TODAY.

Get career advice
Want to understand the career paths available through studying at Australis?

Simply contact any one of our friendly Career Advisors and they will be more than happy to help you in relation to all of our courses.

Job ready training, today.

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