

# DIPLOMA OF BUSINESS ADMINISTRATION

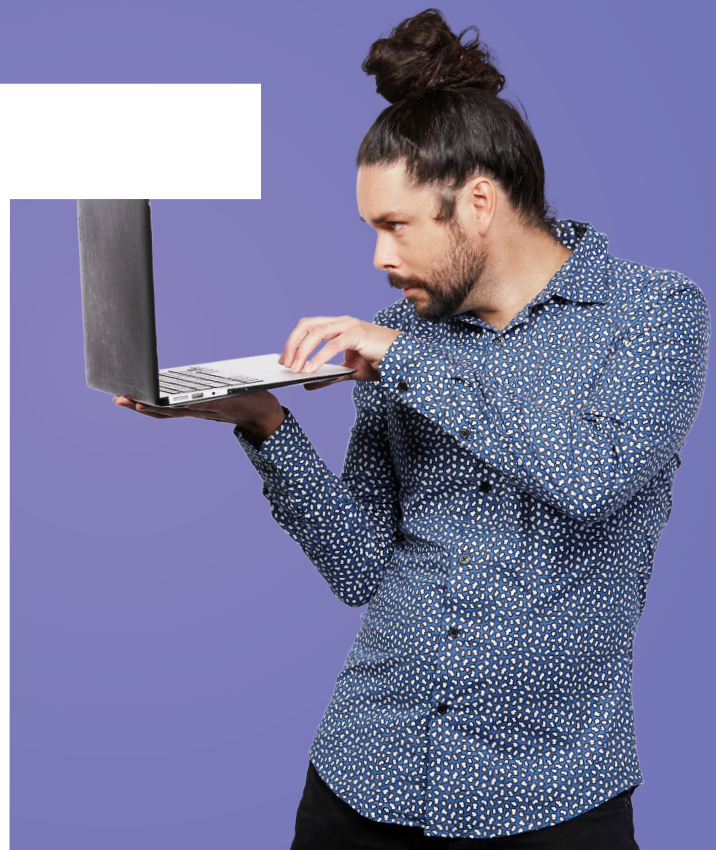
NATIONAL CODE: BSB50415

**Learn how to manage business and administrative tasks, implement improvement and manage administrative systems.**

## COURSE DELIVERY: ONLINE

This online program allows you to complete your Diploma of Business administration in a year. Studying online, anywhere, anytime means you can control your own learning at a pace you are comfortable with.

A dedicated online teacher manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.



## ASSESSMENTS

A range of assessment methods are used in this course. These may include case studies, practical exercises, and reports, providing you with a well-rounded portfolio of work experience.

## CAREER OPPORTUNITIES

On completion of this qualification, you will be able to work across a broad range of job roles in different industry sectors. Apply for positions as:

- + Account Manager
- + Administration Manager
- + Office Manager.

## LEARNING PATHWAYS

Students who complete this course may continue with a pathway that leads to an advanced diploma course from the Business Services Training package. Students who complete a diploma or advanced diploma may also apply for direct entry into the Australian Catholic University or Macquarie University or may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at TAFE NSW, Crows Nest.

For further information about our degree programs go to [tafensw.edu.au/course-areas](https://www.tafensw.edu.au/course-areas).

## ENTRY REQUIREMENTS

While there are no formal educational requirements for entry into this course, the completion of the Certificate IV in Business Administration or equivalent industry experience is the recommended pathway. To help us assess your suitability for this course you may be asked to provide evidence of your previous qualifications and experience.

Connect with us!



**TAFE**<sup>NSW</sup>

 [tafensw.edu.au](https://www.tafensw.edu.au)  Phone 131 601

RTO Provider Number 90011 | CRICOS Provider Code: 00591E | 170050

## COURSE STRUCTURE

This course requires completion of 8 units of competency. The units delivered in this course are:

<b>BSBADM502</b>	Manage meetings
<b>BSBADM503</b>	Plan and manage conferences
<b>BSBADM504</b>	Plan and implement administrative systems
<b>BSBADM506</b>	Manage business document design and development
<b>BSBITU401</b>	Design and develop complex text documents
<b>BSBPMG522</b>	Undertake project work
<b>BSBWOR501</b>	Manage personal work priorities and professional development
<b>BSBWOR502</b>	Lead and manage team effectiveness

# THE BENEFITS OF OUR ONLINE DIPLOMA

### + ONLINE

Fit study around your work and lifestyle.

### + RECOGNITION OF PRIOR LEARNING

Get your prior learning or experience credited towards a course of study.

### + GOVERNMENT SUBSIDISED

The government will pay part of your fee and you pay the balance if eligible.

## FEES AND ASSISTANCE

When you enrol you will need to pay a student fee, unless you qualify for a full fee exemption. The student fee will vary depending on the course you choose, whether the course is government subsidised and what level of subsidy you are eligible for.

For more information, visit [tafensw.edu.au/get-started-at-tafe-nsw/payment-options-and-assistance](https://www.tafensw.edu.au/get-started-at-tafe-nsw/payment-options-and-assistance)

## TERMS AND CONDITIONS

This document is intended as a general guide only. TAFE NSW reserves the right to alter any courses or admission requirements herein without any further notice.

For more information about fees, refunds, payment options etc., please refer to the section 'Get started at TAFE NSW' on the TAFE website:

[tafensw.edu.au/get-started-at-tafe-nsw](https://www.tafensw.edu.au/get-started-at-tafe-nsw).

**BE AMBITIOUS  
ENROL NOW**

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