Do you want to work in management or as an administrator? This is a great course for people wishing to become office and business administrators, managers and senior executive officers. You will learn how to manage business and administrative tasks, implement improvement and manage administrative systems.

TAFE NSW Course No: 17809  | National Code: BSB50407  | Nationally Recognised Training
This course is delivered online.

Course delivery
This online program allows you to complete your Diploma of Business Administration within a year. Studying online, anywhere, anytime means you can control your own learning at a pace you are comfortable with. We advise students work about ten hours per week (guideline only) in order to complete the qualification. A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

Course structure
This course requires completion of eight (8) units of competency. The units delivered in this course are:

- BSBADM502B  Manage meetings
- BSBADM503B  Plan and manage conferences
- BSBADM504B  Plan or review administration systems
- BSBADM506B  Manage business document design and development
- BSBMGT516B  Facilitate continuous improvement
- BSBPMG522A  Undertake project work
- BSBHRM506A  Manage recruitment selection and induction processes
- BSBITU401A  Design and develop complex text

Assessments
A range of assessment methods are used in this course. These include case studies, projects, practical exercises, reports and video presentation, each providing you with a portfolio of work experience.
Career opportunities
Job roles and titles vary across different industry sectors. Whether you want to work as an account manager, executive or an administrator, this course allows you to learn and apply your skills and knowledge in a flexible way that suits you.

Career pathways
Students who complete this course may continue with a pathway that leads to an Advanced Diploma course from the BSB07 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 The Northern Sydney Institute’s Crows Nest Campus. For further information about our degree programs go to www.nsi.edu.au/degreeprograms.

VET FEE-HELP
VET FEE-HELP is available for this course and is offered to eligible students as a payment option on registration. Installment payment options are also available.

Recognition of Prior Learning
TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited towards a course of study. Your online program will provide you with information on assessing your own skills against the qualification. For further general information call 131 674 or go to www.nsi.edu.au/recognition.

How to register
For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4518.

Terms and Conditions
Withdrawals must be submitted on Withdrawal/Refund application form for VET FEE-HELP students

- A 10% administration fee may apply to withdrawals after an advertised administration date and before an advertised census date for each Unit of Study.
- Students withdrawing from a Unit of Study after an advertised Census date, will be liable for the TAFE NSW full tuition fee or VET FEE-HELP debt for that Unit of Study.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at 12 July 2013. Changes may have taken place since that time.

Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

For further information:
Phone: 131 674
Email: nsi.onlinecourses@tafensw.edu.au
The Northern Sydney Institute, part of TAFE NSW
Crows Nest Campus
149 West Street Crows Nest NSW 2065