DIPLOMA OF BUSINESS ADMINISTRATION  NATIONAL CODE: BSB50415

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

COURSE DELIVERY
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.

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

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

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 the Northern Sydney Institute's Crows Nest Campus.

For further information about our degree programs go to nsi.edu.au/degreeprograms.

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.

TERMS AND CONDITIONS
- Withdrawals must be submitted on the 2016 Withdrawal/Refund Application form for VET FEE-HELP students.
- 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 August 2016. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

CONTACT US FOR MORE INFORMATION
(02) 9448 4518  nsi.onlinecourses@tafensw.edu.au
nsi.edu.au/studyonline

THE BENEFITS OF OUR ONLINE DIPLOMAS

ONLINE
Fit study around your work and lifestyle.

RECOGNITION OF PRIOR LEARNING
Get your prior learning or experience credited towards a course of study.

VET FEE-HELP
VET FEE-HELP is available for eligible students so that you can study now and pay later.

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