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HELLO THERE, OUR DREAM IS TO HELP YOU **MAKE GREAT HAPPEN**



Industry endorsed



Payment options



Student satisfaction



\$5075 VET Student Loan available

OVERVIEW

### Upgrade your skills

Delivered online, this course will give you the advanced-level administrative skills and knowledge you need to work in a variety of support roles. Key areas of study include managing people, planning meetings and conferences, designing business documents, assisting with project work, and developing and reviewing administration systems.



### LOCATION/S

Online



### DURATION

Online: Varies - Dependent upon the number of units completed per study term / Up to 2 units per intake

COURSE DETAILS

### Course delivery options

WORKLOAD	LOCATION	DELIVERY
Up to 2 units per intake	Online	Online

### Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

[tafebrisbane.edu.au/course/16095](http://tafebrisbane.edu.au/course/16095)

### Entry requirements

This qualification has no formal entry criteria, however the preferred pathways for candidates

[...more online](#)

### Resources required

Login to the [...more online](#)

### Important Information

Please note that some units within [...more online](#)

COSTS

### What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)



FULL FEE | \$5,100

This is the total cost of the course.

### Got a question?

[Enquire about your full fee study options](#)

TCOMES

### Outcome

BSB50415 Diploma of Business Administration

### Job prospects

- Administrator
- Business Administration Manager

**ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?**

Enrol today to secure your spot in this course.

Accurate as at 4 May 2018. For the latest information see:  
[tafebrisbane.edu.au/course/16095](http://tafebrisbane.edu.au/course/16095)

RTO 0275  
CRICOS 03020E



- Office Administrator
- Office Manager
- Project Administrator
- Senior Office Administrator

## Units

The successful achievement of this qualification requires you to complete 8 elective units. Upon successful completion of all 8 units you will receive a Diploma of Business Administration.

### Must complete the 2 units listed below

<b>BSBWOR501</b>	Manage personal work priorities and professional development	Elective	
<b>BSBITU401</b>	Design and develop complex text documents	Elective	

### Group A elective units - must complete all 5 units below

<b>BSBADM502</b>	Manage meetings	Elective	
<b>BSBADM506</b>	Manage business document design and development	Elective	
<b>BSBADM504</b>	Plan and implement administrative systems	Elective	
<b>BSBPMG522</b>	Undertake project work	Elective	
<b>BSBADM503</b>	Plan and manage conferences	Elective	

### Elective units - must complete any 1 unit below

<b>BSBHRM506</b>	Manage recruitment selection and induction processes	Elective	
<b>BSBWOR502</b>	Lead and manage team effectiveness	Elective	
<b>BSBMGT502</b>	Manage people performance	Elective	February intake only
<b>BSBSUS501</b>	Develop workplace policy and procedures for sustainability	Elective	March intake onwards
<b>BSBRISK501</b>	Manage risk	Elective	

### Disclaimer

Not all electives available at all campuses

## HOW TO ENROL

### Enrol now!

#### You're ready if you've:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the [student rules](#) and [refund policy](#)

All done? Then you're ready to enrol

### Apply through QTAC

Making TAFE one of your top QTAC preferences is a great way to maximise your career choices and gain the hands-on skills you need to operate in the real world.

We offer hundreds of pathways to university, including dual awards, credit arrangements with some of the country's top universities, and options to increase your OP so you can gain entrance to the tertiary course of your dreams.

[More about applying through QTAC](#)

### Recognition of prior learning

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

### Make your future happen

Connect with TAFE on Facebook