

BSB50415

Diploma of Business Administration - Online



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

- Industry endorsed
- Payment options
- Student satisfaction
- \$5000 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

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 | \$5,000

This is the total cost of the course.

Got a question?
[Enquire about your full fee study options](#)

Accurate as at 16 June 2017. For the latest information see:
tafebrisbane.edu.au/course/16095

RTO 0275
CRICOS 03020E





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Outcome

BSB50415 Diploma of Business Administration

Job prospects

- Administrator
- Business Administration Managers
- 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

| | | | |
|------------------|--|----------|--|
| BSBWOR501 | Manage personal work priorities and professional development | Elective | |
| BSBITU401 | Design and develop complex text documents | Elective | |

Group A elective units - must complete all 5 units below

| | | | |
|------------------|---|----------|--|
| BSBADM502 | Manage meetings | Elective | |
| BSBADM506 | Manage business document design and development | Elective | |
| BSBADM504 | Plan and implement administrative systems | Elective | |
| BSBPMG522 | Undertake project work | Elective | |
| BSBADM503 | Plan and manage conferences | Elective | |

Elective units - must complete any 1 unit below

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

Disclaimer

Not all electives available at all campuses

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

Enrol today to secure your spot in this course.

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