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.

Course delivery options
<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2 units per intake</td>
<td>Online</td>
<td>Online</td>
</tr>
</tbody>
</table>

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

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.

FULL FEE | $5,100
This is the total cost of the course.

Got a question?
Enquire about your full fee study options

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

Important Information
Please note that some units within this qualification may have specific entry requirements.

Resources required
Login to the...

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
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

<table>
<thead>
<tr>
<th>BSBWOR501</th>
<th>Manage personal work priorities and professional development</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Group A elective units - must complete all 5 units below

<table>
<thead>
<tr>
<th>BSBADM502</th>
<th>Manage meetings</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM506</td>
<td>Manage business document design and development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM504</td>
<td>Plan and implement administrative systems</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM503</td>
<td>Plan and manage conferences</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Elective units - must complete any 1 unit below

<table>
<thead>
<tr>
<th>BSBHRM506</th>
<th>Manage recruitment selection and induction processes</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR502</td>
<td>Lead and manage team effectiveness</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMGT502</td>
<td>Manage people performance</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
<td>Elective</td>
</tr>
</tbody>
</table>

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 knew 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

Accurate as at 4 May 2018. For the latest information see: tafebrisbane.edu.au/course/16095

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