



# BSB50415 Diploma of Business Administration

National ID: BSB50415 | State ID: AVV5

## About this course

### Gain the organisational skills to thrive in an active marketplace.

The Diploma of Business Administration is suitable for individuals who aspire to business administration management roles or are already in a management role and would their experience recognised and/or improved.

This qualification provides students with the practical skills and knowledge to manage office administration staff. Participants will develop a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own, and the work of their team.

Students will learn how to manage general administration processes such as payroll, administration systems and projects. Participants will also learn how to manage meetings and conferences. Participants can choose from a range of elective units, which cover planning and managing meetings and conferences, business documentation, customer service, projects, information and people performance.




This course is available at other campus locations upon request.

## Overview

## Available all year, 2019

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### Broome Campus - Qualification details

-  Duration: **1 Year**
-  When: **Available all year**
-  How: **Face-to-face classroom delivery  
On the job/on location  
Online learning - flexible/self-paced  
Part-time**

## Job opportunities



[Office manager | Administration coordinator](#)

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## Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

### VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

### International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.

**Please note, fees are subject to change.**