



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, 2020

Qualification details

-  Duration: **1 Year**
-  Where: **Available at all campuses**
-  When: **Available all year**
-  How: **Distance learning**

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

Elective

National ID	Unit Title
BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBCUS501	Manage quality customer service
BSBFIM502	Manage payroll
BSBITB511	Establish and maintain a network of digital devices
BSBPMG522	Undertake project work

National ID	Unit Title
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness

Job opportunities



[Office manager | Administration coordinator](#)

Fees and charges

[Click here to view North Regional TAFE's 2020 indicative fees.](#) 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](#).

Please note, fees are subject to change.