



# BSB50415 Diploma of Business Administration

National ID: BSB50415 | State ID: AVV5

## About this course

### Further enhance your career prospects

Complete the Diploma of Business Administration and you'll have the skills and knowledge to work in **a diverse range of organisations** as an administration or office manager. You'll develop the theoretical knowledge and specialised, technical and managerial skills to plan, execute and evaluate your own work. You will also gain skills in project management and managing administrative systems.

If you have recently completed Year 12 but do not have experience in the industry, it is best to complete the Certificate IV qualification before enrolling in the Diploma of Business Administration.

Keen to get started? We offer this course on campus.

### Gain these skills

- Project manage skills including managing meetings and team effectiveness
- Plan, implement and manage administrative systems
- Plan and manage conferences
- Manage the design and development of business documents

### Is this course right for me?

I have the following attributes:

- A desire to develop strong organisational skills
- Would like to extend oral and written communication skills
- Keen to further develop attention to detail, planning and organisational skills
- Able to relate to people from a range of cultures

## Details

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

## Semester 2, 2020

### Perth (Northbridge) - On Campus

 Duration: **1 Semester/s**

 When: **Semester 2, 2020**

 How: **On campus**

## Units

### 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
BSBINM501	Manage an information or knowledge management system
BSBPMG522	Undertake project work
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR502	Lead and manage team effectiveness

## Entrance requirements

School Leaver	Non-School Leaver	AQF
Completion of WACE General or ATAR (Minimum C Grades) or equivalent	Completion of WACE General or ATAR or equivalent (minimum C Grades)	Certificate III

If you have recently completed Year 12 but do not have experience in the industry, you are not eligible for this course. You will have to complete the Certificate IV in Business Administration before enrolling.

## Further study

A range of other Diploma qualifications.

University

## Job opportunities



[Office Manager | Administration Manager](#)

Other job titles may include:

- Executive Assistant

*Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.*

## Important information

You'll need to get a student ID card to be able to access resources needed for the simulated business environment part of this course.

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2.5 days per week

**Please note part-time study classes are run during the day only.**

## Fees and charges

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be

given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

### **International Students**

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

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