

# DIPLOMA OF BUSINESS ADMINISTRATION



COURSE CODE:

**BSB50415**

## WHY CHOOSE TAFE NSW?



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

**ENROL TODAY**  
**TAFENSW.EDU.AU**  
**131 601**

**BE AMBITIOUS**

**COURSE CODE**

BSB50415

**QUALIFICATION**

Diploma of Business Administration

**CAREER AREA**

Business and Management

**TRAINING PACKAGE ENTRY REQUIREMENTS:****TRAINING PACKAGE REQUIREMENTS**

There are no entry requirements for this qualification. You can enrol in this course now.

**IS THIS COURSE RIGHT FOR YOU?**

To be prepared for this course, it is recommended that you:

- Are working/have previous experience in an administrative role
- Have a good understanding of office environments, systems and processes
- Are computer literate and familiar with the Microsoft Office suite
- Have time management and organisational skills

If you need help preparing for study, contact us about your options.



- **VET Student Loans Available**
- **Blended, Full Time, Part Time Day, FT Connected, PTE Connected**

**OVERVIEW**

The nationally accredited Diploma of Business Administration equips you with the leadership skills to take your career to the next level as an office or administration manager. Learn to create an atmosphere of collaboration, innovation, and organisation and lead your team to success.

This is a fully government-subsidised JobTrainer course. Eligibility criteria applies.

**LEARN NEW SKILLS**

Through theory and practical course work, you will learn to:

- Manage people performance
- Lead and manage a team
- Promote innovation in teams
- Undertake project work
- Plan and implement administrative systems
- Contribute to safety processes in an office environment (WHS)

**DEVELOP YOUR TALENT**

Develop and strengthen the personal attributes that will help you get ahead:

- Strong communication skills
- A keen eye for detail
- Interpersonal skills and the ability to work with a diverse range of people

**ACHIEVE YOUR GOALS**

Success in this qualification provides you with:

- A nationally recognised Diploma
- A strong study pathway into a degree qualification

**Career opportunities:**

- Administration manager
- Legal practice manager
- Office manager

**GROW YOUR CAREER**

Take your career further with a degree qualification:

- Bachelor of Business with TAFE NSW Degrees

Graduates of the diploma are eligible to apply for enrolment into this degree and may be eligible for credits, which could reduce your overall study time.

**INDUSTRY DEMAND**

The Business Services sector offers a wealth of employment opportunities. Over 1.6 million people are employed in this sector and represent 13% of Australian jobs, with employment forecast to grow almost 3% through to 2024.

Office manager roles are identified as one of the high-paying administrative jobs to be pursued in 2020 making now a great time to enrol and step up to the challenge.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Albury	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Bega	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Cessnock	FT Connected	01 Feb 2021	18 Weeks	\$2,850.00	24.8
Cessnock	PTE Connected	02 Feb 2021	36 Weeks	\$2,850.00	12.4
Cooma	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Cootamundra	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Corowa	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Deniliquin	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Finley	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Goulburn	PTE	08 Feb 2021	41 Weeks	\$2,850.00	11

	Connected				
Grafton	Blended	09 Feb 2021	36 Weeks	\$2,850.00	12.4
Griffith	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Gymea (Online)	Blended	01 Feb 2021	36 Weeks	\$2,850.00	20.5
Hay	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Hornsby	Blended	01 Feb 2021	36 Weeks	\$2,850.00	20.5
Leeton	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Maitland	FT Connected	01 Feb 2021	18 Weeks	\$2,850.00	24.8
Maitland	PTE Connected	02 Feb 2021	36 Weeks	\$2,850.00	12.4
Meadowbank	Blended	01 Feb 2021	36 Weeks	\$2,850.00	20.5
Moruya	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Moss Vale	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Muswellbrook	FT Connected	01 Feb 2021	18 Weeks	\$2,850.00	24.8
Muswellbrook	PTE Connected	02 Feb 2021	36 Weeks	\$2,850.00	12.4
Narrandera	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Northern Beaches	Blended	01 Feb 2021	36 Weeks	\$2,850.00	20.5
Nowra	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Queanbeyan	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Randwick (Online)	Blended	01 Feb 2021	36 Weeks	\$2,850.00	20.5
Shellharbour	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Singleton	FT Connected	01 Feb 2021	18 Weeks	\$2,850.00	24.8
Singleton	PTE Connected	02 Feb 2021	36 Weeks	\$2,850.00	12.4
St George (Online)	Blended	01 Feb 2021	36 Weeks	\$2,850.00	20.5
St Leonards	Blended	01 Feb 2021	36 Weeks	\$2,850.00	20.5
Temora	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11

Tumut	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Ulladulla	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Ultimo	Blended	03 Feb 2021	36 Weeks	\$2,850.00	14.5
Ultimo	Full Time	01 Feb 2021	17 Weeks	\$2,850.00	31
Wagga Wagga	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
West Wyalong	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Western NSW multiple locations: Connected	Blended	16 Mar 2021	52 Weeks	\$2,850.00	10.1
Wollongong	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Wollongong	Full Time	10 Feb 2021	18 Weeks	\$2,850.00	29
Wollongong	Part Time Day	11 Feb 2021	36 Weeks	\$2,850.00	14.5
Yass	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11
Young	PTE Connected	08 Feb 2021	41 Weeks	\$2,850.00	11