Upgrade your skills and further your career!

This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Course delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
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<tbody>
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</table>

Key dates

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

Entry requirements

Course Entry Requirements
The client cohort compromises of existing

Resources required

Please see the relevant documents section for any relevant booklists, uniform and resource kit lists required for this

Outcome

BSB50415 Diploma of Business Administration - Mixed Mode Learning

Accurate as at 28 September 2017. For the latest information see:

tafeeastcoast.edu.au/course/9434

RTO 0275
CRICOS 03020E
University pathways

If you want to go on to further study at university, TAFE Queensland has a pathway option to get you there. In many cases, completing one of our diplomas will give you a full year of credit towards a degree with one of our partner universities. That means cutting down the amount of time you need to complete your degree, or even enrolling straight into the second year of your university course.

More info:
Learn more about University Pathways

Our pathway partners include:

![Partner University Logos]

Job prospects
- Business Administration Manager
- Administrator
- Office Administrator
- Office Manager
- Project Administrator

Units

To achieve this qualification you will need to complete:
Core Competencies: 0
Elective Competencies: 8

- ELECTIVE - must choose either BSBITU401 if don’t have high level word processing skills including template development OR BSBWOR501 is the first

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM503</td>
<td>Plan and manage conferences</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM506</td>
<td>Manage business document design and development</td>
<td>Elective</td>
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<tr>
<td>BSBADM504</td>
<td>Plan and implement administrative systems</td>
<td>Elective</td>
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<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
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<td>BSBADM502</td>
<td>Manage meetings</td>
<td>Elective</td>
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<tr>
<td>BSBCUS501</td>
<td>Manage quality customer service</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWORS02</td>
<td>Lead and manage team effectiveness</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Disclaimer
Not all electives available at all campuses

PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Enrol now

You’re ready if you have:
- 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 know which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:
tafeeastcoast.edu.au/study-with-us/enrolment-fees/enrol

Enrolment options

By telephone: 1300 656 188.
In person: at any TAFE Queensland East Coast location.
Online: Full Fee paying students can enrol online

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.

More info:
tafeeastcoast.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/

Accurate as at 28 September 2017. For the latest information see:
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