

Diploma of Business Administration



Descriptor

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.

Possible Job Titles

- Office Manager; General Office Manager
- Administration Manager

Mode of delivery

This course is delivered to international students in mixed-mode classes of 15 hours face-to-face and 5 hours distance education/online totalling 20 hours per week. An additional 10 hpw is required to complete independent study.

Assessment

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

Target Groups

Students with substantial experience in a business environment or those wishing to develop such skills to increase their job opportunities.

International students must hold an approved student visa and study according to their visa conditions.



	Term Dates		
	2018	2019	2020
Term 1	29 Jan to 6 Apr	29 Jan to 5 Apr	28 Jan to 3 Apr
Term 2	23 Apr to 29 Jun	22 Apr to 28 Jun	20 Apr to 26 Jun
Term 3	16 Jul to 21 Sep	15 Jul to 20 Sep	13 Jul to 18 Sep
Term 4	8 Oct to 14 Dec	7 Oct to 13 Dec	5 Oct to 11 Dec

COURSE DURATION

52 weeks

UNITS OF COMPETENCY:

- BSBADM502 Manage meetings
- BSBADM504 Plan and implement administrative systems
- BSBADM506 Manage business document design and development
- BSBPMG522 Undertake project work
- BSBFIM502 Manage payroll
- BSBCUS501 Manage quality customer service
- BSBMGT502 Manage people performance
- BSBWOR501 Manage personal work priorities and professional development

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