

DIPLOMA OF BUSINESS ADMINISTRATION (LEVEL 5)

This qualification is nationally accredited onto the Fiji Qualifications Framework (FQF) by the Fiji Higher Education Commission (FHEC). It is also registered on the Pacific Register of Qualifications and Standards (PRQS).

DESCRIPTION

This qualification reflects the role of individuals with substantial experience in a range of processes within office management settings and business functions. The course addresses administrative and management support services and skills which are well suited to individuals who intend to further their educational and employment opportunities.

CAREER OPPORTUNITIES

This qualification provides a pathway for employment in an administrative/management role within the public and private sectors. It is suitable for practitioners who seek a formal qualification and, individuals who intend to join the commerce, community service or public administration sectors. Possible job titles relevant to this qualification include, but are not limited to:

- Executive Officer, Business Office Manager, Office Administrator
- Programme Administrator, Programme Coordinator

LENGTH OF PROGRAMME

Full Time	2 years
Part Time	2.5 years

ELIGIBILITY/ADMISSION REQUIREMENTS

To be admitted to this programme a person shall have:

- (i) A pass in Senate recognised Form 6/Year 12 or equivalent with English; or
- (ii) Two years or more relevant work experience.

COURSE INFORMATION

This programme has a total of Thirteen (13) courses.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CEBA41	Office Finance	1 & 2	Blended	All Campuses	\$455
CEBA42	Organizational Skills	1	Blended	All Campuses	\$455
CEI41	ICT Fundamentals	1 & 2	Blended	All Campuses	\$455
CEBA44	Customer Service	2	Blended	All Campuses	\$455
CEBA45	Business Writing	2	Blended	All Campuses	\$455
CEBA46	Office Resource Coordination	1 & 2	Blended	All Campuses	\$455
CEBA51	Basic Marketing Skills	1 & 2	Blended	All Campuses	\$560
CEBA52	Personal Development and Teamwork skills	1 & 2	Blended	All Campuses	\$560
CEBA53	Managing Projects	1 & 2	Blended	All Campuses	\$560
CEBA54	Creating Print Media Advertising	1 & 2	Blended	All Campuses	\$560

CEBA55	Human Resource Management Services	2	Blended	All Campuses	\$560
CEBA56	Public Relations Skills	2	Blended	All Campuses	\$560
CEBA57	Office Management Workplace Practicum	1 & 2	Blended	All Campuses	\$560

ASSESSMENT

Assessment varies with each course which may include observations, questions and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports. Workplace based assessments are mandatory for completion of programme.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credits if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

CREDIT TRANSFER

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one-off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

EXIT POINTS

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

LEARNING RESOURCES & SUPPORT SERVICES

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals; these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, Counselling Programmes, ITS Labs, email access, online learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

USP'S OBLIGATIONS, STUDENTS' RIGHTS

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

FOR MORE INFORMATION CONTACT:

Customer Service Centre

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Email: pacifictafe@usp.ac.fj

Website: www.usp.ac.fj/pacifictafe