

Dual Qualification

BSB50120 Diploma of Business

BSB50120 Diploma of Business (Operations) Admin Focus

STUDY ONLINE

ADMINISTRATION FOCUS

Great for Office Managers, Administrators, Supervisors & Team Leaders.

Course Details

Course Code:
BSB50120

Duration:
6-12 months
(depending on
experience)

Delivery:
Online + Unlimited
Phone Sessions

**Nationally
Recognised:**
Yes



Who is this course for?

If you want to gain the essential skills to manage business operations within your organisation.

During this course you will learn how to run day-to-day operations smoothly by developing administrative systems, implementing information management systems, managing business operational plans and undertaking project work to help support you in a variety of business roles.

Here's what one of our students thinks...

"The support from GTI was very helpful and consistent. The module on setting personal work priorities and professional development definitely helped understand the importance of personal growth and how it is both beneficial to my work and personal life.

Completing my course has helped me secure work in the area I wanted to move into and helped me professionally."

Grant Quincey

Where can this course take you?

This business course could be the key to solve your current career frustrations and assist you to advance your career across a wide range of industries.

Your pathway into University! Gain entry into 2nd year University (Accounting, Business, Management, IT, or Hospitality studies) or entry into a 1st Year University Degree with over 30 courses to choose from.

Eligibility for a membership with Professional Associations, such as Institute of Managers and Leaders and The Australian Institute of Office Professionals



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Live Chat

gti.edu.au/contact

CSQ SUBSIDY Save \$2,938

The full price of this course is **\$7,680** Click on the following funding options to find how you can reduce this cost.

Fees Choose Your Funding Option		Subsidy	Gap Fee
CSQ Funding	If eligible	Save 38%	\$4,742
+45 Subsidy	If over 45yrs old	Save 26%	\$5,680

The remaining gap fee of your course can be paid via:

Payment Plans	Payment Plans Available To Suit Your Budget
Study Loans	Study Loans available

Click the **FREE FUNDING QUIZ** icon on the right and complete a few questions to find out which funding option suits you best.

FREE FUNDING QUIZ
gti.edu.au/funding-quiz

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**This program is a
 Construction Skills
 Queensland initiative**

Units

There are **12 units** in this qualification.

BSBOPS502
 Manage business operational plans

BSBOPS503
 Develop administrative systems

BSBINS501
 Implement information and knowledge management systems

BSBSTR502
 Facilitate continuous improvement

BSBPEF402
 Develop personal work priorities

BSBCRT511
 Develop critical thinking in others

BSBFIM501
 Manage Budgets & financial plans

BSBOPS501
 Manage business resources

BSBSUS511
 Develop workplace policies and procedures for sustainability

BSBXCM501
 Lead communication in the workplace

BSBOPS504
 Manage business risk

BSBTWK503
 Manage meetings

NEXT STEPS

1

Choose Funding

Complete our **Funding Quiz** OR **Call Us on 1800 998 500** to find out what funding you are eligible for

2

Enrol!

Meet your Completion Coach and Trainer and get started on your course.

**Call us today on
 1800 998 500!**