

Your Next Steps in Your Career

BSB50120

Diploma of Business (Business Operations)
- Administration Units

Course Details

Course Code:
BSB50120

Duration:
6-12 months
(depending on
experience)

Delivery:
Online + Unlimited
Phone Sessions

**Nationally
Recognised:**
Yes

Suitable Roles:

- Office Managers
- Office Administrators
- Supervisors
- Team Leaders



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.

Where can this course take you?

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.

"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

*Accurate as 14/03/2025 For the latest information see our webpage.

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CONTACT US



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Live Chat
gti.edu.au/contact

Here is how to pay the least amount for your **Qualification**

Click to take our FREE FUNDING QUIZ and find out which funding option suits you best.

FUNDING QUIZ

Confused which options may suit you?

Our friendly staff are here to help you out. Give us a call and we will work out the best options for you. Click the button to book a call, or chat to us online.

CONTACT US

Full price of this course is \$7,680.

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

- VET Student Loans - Covers 100% (Government Loan paid off through tax)
- Payment Plan
- Tax Deductions Available

Call 1800 998 500 for more information



We look forward to working with you!

Units

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

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.

BSBPEF402

Develop personal work priorities

BSBSTR502

Facilitate continuous improvement

BSBXCM501

Lead communication in the workplace

BSBTWK503

Manage meetings

BSBCRT511

Develop critical thinking in others

BSBOPS504

Manage business risk

BSBOPS501

Manage business resources

BSBOPS503

Develop administrative systems

BSBINS501

Implement information and knowledge management systems

BSBOPS502

Manage business operational plans

BSBFIN501

Manage Budgets and financial plans

BSBSUS511

Develop workplace policies and procedures for sustainability

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 Trainer and get started on your course.