

Your Next Steps in Your Career

BSB50120

Diploma of Business + Diploma of Business Administration

Course Details

Course Code:
BSB50120 (General)
+ BSB50120
(Administration)

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 14/3/2023 For the latest information see our webpage.

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DipBus + DipBus(Admin)

Risk Free Guarantee
Click Here for details.
(gti.edu.au/riskfree)



CONTACT US



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Live Chat
gti.edu.au/contact

How much will it cost?

NSW Funded

There is lots of funding available at the moment: subsidies, payment plans, government grants that may make your course 100% FEE-FREE or at least pay \$0 upfront to start...

You are welcome to have a browse of our funding options page by [Clicking Here](#) but you'll probably find more than one that will fit you.

To see what you are eligible for, either complete the free funding quiz below quick or just give us a call on 1800 998 500 and we will work out the best option for you.

NSW Smart and Skilled Subsidy

You may be eligible for a fully funded **FEE-FREE** qualification with us through the NSW Skilling for Recovery – JobTrainer program.

Take advantage while the government helps pay for your course. Don't miss out on this opportunity to stand out from the crowd on your next job application.

'Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments'



[CLICK HERE FOR MORE INFO](#)

Click the **FREE FUNDING QUIZ** icon on the right and complete a few questions to 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](#)

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.

BSBP402

Develop personal work priorities

BSBST502

Facilitate continuous improvement

BSBXC501

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 Completion Coach and Trainer and get started on your course.