

# 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.

Get Your Postnominal Today!  
**DipBus + DipBus(Admin)**

**Risk Free Guarantee**  
Click Here for details.  
([gti.edu.au/riskfree](http://gti.edu.au/riskfree))



### CONTACT US



**Phone**  
1800 998 500



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**Email**  
[enrol@globaltraining.edu.au](mailto:enrol@globaltraining.edu.au)



**Live Chat**  
[gti.edu.au/contact](http://gti.edu.au/contact)

# How much will it cost?

## South Australia Funded

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**

**The full price\* of this course is \$4,597. After subsidy\*\* the remaining gap fee of your course can be paid via:**

- VET Student Loans - Covers 100% (Government Loan paid off through tax)
- Tax Deductions Available
- Skills Checkpoint Subsidy

**Call 1800 998 500 for more information**

\*Price varies depending on selected units.

\*\*Participant eligibility criteria apply



**We look forward to seeing you at Graduation!**

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