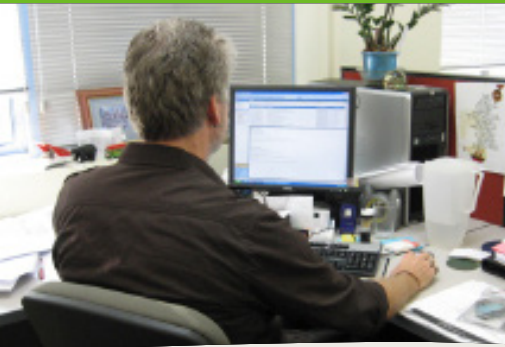


Become Qualified with Your BSB50415 Diploma of Business Administration

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Diploma of Business Administration at Australia's Leading Management Training Company.

Course Code: BSB40215

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21

Example of Practical Units in a Diploma:

Manage Meetings BSBADM502

Undertake project work BSBPMG522

Plan and Manage Conferences BSBADM503

Plan and implement Administration Systems BSBADM504

Manage Business Document design and development BSBADM506

Manage personal work priorities and professional development BSBWOR501

Manage Budgets & financial plans BSBFIM501

Support the recruitment, selection and induction of staff BSBHRM405

Administrative Officer, Senior Office Staff, Executive Assistant, Personal Assistant, Human Resources Staff...

If you have experience or wish to be employed in one of these roles, this course is for you.... This course suits those already working in administration and also those looking to career swap or return to work.

Why complete this course with Global Training Institute?

Becoming qualified in and gaining formal education in administration, is now considered a MUST have to gain promotions and highly sought-after positions. Qualified administration staff are in high demand in Australia and in many other countries.

When you train with us, you get:

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the Management skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of management, resources, templates, information and skills
- Strong support from office staff, Trainers and your own Completion Coach
- Help You need towards a promotion or better job or even towards further studies

Course Outcomes- Where will it Lead Me?

Once completed you will be equipped with:

- Your Diploma of Business Administration qualification, letters after your name (DipBusAdmin)
- Eligibility for a membership with Professional Associations, such as the Australian Institute of Office Professionals
- University entry without needing Year 12 for many different Degrees.
- Skip first year of University – straight into 2nd Year business and other degrees.
- Your Career Plan (developed for the next 2 -5 years)
- Your Resume and LinkedIn profile updated
- Pathway to Advanced Diploma qualifications
- New skills and knowledge around the subjects



"I would recommend the training to others. My skills and experience were recognized towards my qualification. Expectations were clearly outlined to me at the start of the course. The content was relevant and up to date. Great support from GTI"

Susan Jarvis
Tambo Regional
Council



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% FREE or at least pay \$0 upfront to start....

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

To see what you are eligible for, either do the **quick quiz** on that page or just give us a call on 1800 998 500 and we will work out the best option for you.