

# Diploma of Business

BSB50120

## A QUALIFICATION TO SUIT THE MULTI-SKILLED OFFICE MANAGER

The Diploma of Business offers a broad spectrum of subjects to suit a multi-skilled office manager. You will master the techniques behind critical and creative thinking that are key to making good business decisions, professional development, managing budgets, sustainability and managing and holding effective meetings.

### Designed By You

The Diploma of Business lets you multi-skill so that you will walk away from this program ready to face the competitive business challenges awaiting you.

The course has subjects on important fields to business success.

### Subject Choices

- Lead and Make Good Business Decisions
- Professional and Effective Work Practices
- Mid Course Survey
- Manage Budgets and Financial Plans
- Effective Sustainability and Resource Policies
- Manage and Chair Effective Meetings

### Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Diploma of Business](#) page.