



# 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, professional development, business planning, sustainability and client relationships.

### Designed By You

The Diploma of Business lets you design a course that suits you. Multi-skill by taking subject choices from each of the course elective areas of marketing, administration, human resources and business strategy. You will walk away from this program ready to face the competitive business challenges awaiting in the marketplace, and be aware of the importance of each of those fields to business success.

### Subject Choices

- Effective Sustainability and Resource Policies
- Lead and Make Good Business Decisions
- Manage Budgets and Financial Plans
- Mid Course Survey
- Building Strong Customer Relationships
- Manage Personal and Professional Development
- 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.