



# Diploma of Business

BSB50215



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

The Diploma of Business offers a broad spectrum of subject choices to allow a program to suit a multi-skilled office manager, or someone wanting to keep their career choices open. Tailor this diploma course to suit your specific needs by choosing from elective options like risk management, operational planning, marketing, recruitment or managing meetings.

### 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 2-4 Electives are required (depending on subjects chosen)

- Organise and Manage Meetings
- Review Administration Systems
- Conference Planning (E)
- Document Design & Development (E)
- Manage Recruitment (E)
- Staff Support & EAP Programs (E)
- Marketing Strategies (E)
- Prioritising Strategies (E)
- Risk Management Strategies (E)
- Total Quality Management (E)

### 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.