



BSB50215 Diploma of Business

National ID: BSB50215 | State ID:AVU9

Expand your business skills and learn to build effective relationships

Further enhance your knowledge in this industry with the Diploma of Business. You will expand your business skills and further improve your communication skills in order for you to build effective relationships with clients and colleagues.

This course will provide you with the skills and knowledge you need to work in a **variety of roles** across a **range of business functions**. You will gain skills in **undertaking a project** and effectively using administrative and business information systems.

Gain these skills

- Manage human resources recruitment and induction processes
- Manage budgets and financial plans
- Undertake project work including managing meetings and team effectiveness
- Develop and manage administrative and knowledge management systems

Your qualification prepares you for roles such as:

Office Manager | Project Administrator | Executive Officer | Office Administrator

Further Study Option(s)

Completing this Diploma may provide you with advanced standing towards a university degree.

[Apply now](#)



Course Overview



Location	Duration	Competitive	Selection criteria
Joondalup (Kendrew Crescent)	Three semesters	No	No selection criteria
Perth	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Esperance	12 months	No	No selection criteria