



# Diploma of Business

National ID: BSB50120 | State ID: BFT3

## **Do you have what it takes to take care of business?**

When you complete the Diploma of Business you will have what it takes for a career in both the government and private sectors.

## **Gain these skills:**

- build and manage a capable team
- recruit the right people
- develop your team's skills
- manage organisational risk
- undertake projects
- facilitate effective meetings
- manage risk

## **Your qualification prepares you for roles such as:**

Office Manager | Project Administrator | Executive Officer | Office Administrator

## **Further Study Option(s)**

Completion of the Diploma of Business opens up a range of further study options and it may give you advanced standing towards a university degree.

[Apply now](#)



## Course Overview



Location	Duration	Competitive	Selection criteria
Perth	One semester	No	No selection criteria