

Diploma of Business (BSB50207)

Who is this course for?

The course is especially designed for those who are interested in a future in Business. Successful completion of this course can lead to futures careers as:

- Executive Officer
- Program Consultant
- Program Coordinator
- Administrator
- Project Officer

What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires eight (8) units of competency. The 8 units may be selected from the units listed below with no more than 3 units selected from any one area.



CORE UNITS

Advertising

Financial Administration

Human Resource Management

Marketing

Information Management

Risk Management

Writing

General Administration

Learning and Development

Public Relations

Project Management

Workplace Effectiveness

Call us for more information about elective units

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

HB Training is a Registered Training Organisation delivering accredited training in Business, Retail, Financial Services, Information Technology and Training and Assessment.



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