



AUSTRALIAN EDUCATION  
ACADEMY PTY LTD

## COURSE OUTLINE BSB51107 – DIPLOMA OF MANAGEMENT

<b>COMPETENCIES</b>		
<b>CODE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>
<b>Core</b>		
BSBCUS501A	Manage quality customer service	30
BSBFIM501A	Manage budgets and financial plans	60
BSBMGT502B	Manage people performance	60
BSBOHS509A	Ensure a safe workplace	60
BSBWOR502A	Ensure team effectiveness	50
<b>Elective</b>		
BSBCMM401A	Make a presentation	40
BSBHRM402A	Recruit, select and induct staff	40
BSBMGT515A	Manage operational plans	60
<b>TOTAL HOURS</b>		<b>400</b>