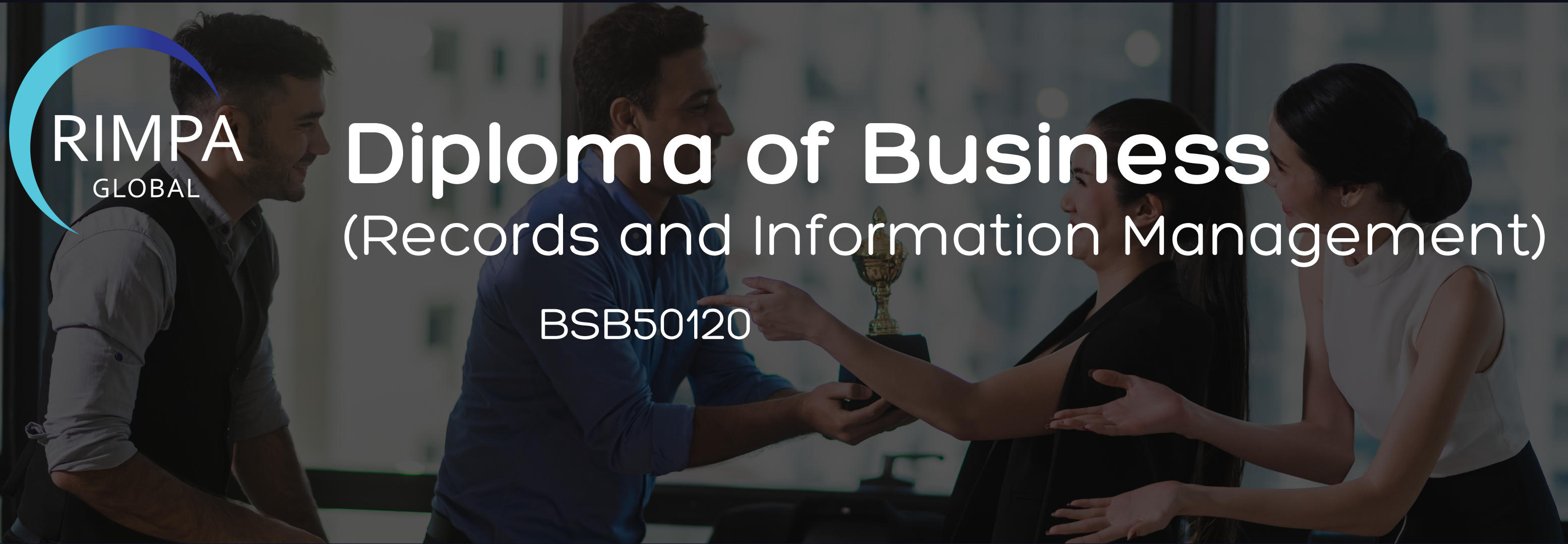




Diploma of Business (Records and Information Management)

BSB50120



Course Duration and Delivery

Duration: 12-16 months

Delivery: Online study, Interactive virtual classroom and self-paced activities.

Entry Requirements

There are no formal entry requirements for this program.

Career and Job Opportunities

Skills acquired from the diploma will develop your ability to carry out moderately complex tasks in a specialised field of expertise.

This will enable you to embrace the following roles:

- Information Specialist
- Information Consultant
- Information Analyst
- Information Architect
- Information Governance Team Leader
- Project Manager
- Quality and Audit Manager
- eDRMS System Administrator

Important Details

For more details including fees and payment plans :

Call- **1800 242 611**

Email- training@rimpa.com.au

Visit- www.rimpa.com.au

About the Diploma

Take your recordkeeping and information management career to the next level!

Effective record management is needed in workplaces now more than ever. Today, many employers are on the lookout for organised and capable Information & Records Officers to streamline company operations.

The Diploma of Business (Records and Information Management) will make you a strong candidate for new job openings in the field.

The outcomes of this course will provide you with the following skills :

- Meticulously record data relevant to business operations
- Manage business operations and financial plans
- Use online tools for the workplace
- Use various components of business records management
- Lead communication
- Develop policies

Core Units

- **BSBCRT511** Develop critical thinking in others
- **BSBFIN501** Manage budgets and financial plans
- **BSBOPS501** Manage business resources
- **BSBSUS511** Develop workplace policies and procedures for sustainability
- **BSBXCM501** Lead communication in the workplace

Electives

- **BSBPEF502** Develop and Use Emotional Intelligence
- **BSBOPS601** Develop and Implement Business Plans
- **BSBPMG430** Undertake Project Work
- **BSBINS501** Implement information and knowledge management systems (self-paced online study)
- **BSBINS512** Monitor business records systems (self-paced online study)
- **BSBINS513** Contribute to records management framework (self-paced online study)
- **BSBINS601** Manage knowledge and information (self-paced online study)