

## *Certificate 3 in Business (Management)*

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Course duration: 20 Weeks

### **Core modules:**

- Essential Communication Skills
- Mathematics (Business Applications)
- Financial Accounting
- Economics
- Personal and Professional Development
- Computing
- Filing
- Office Procedures/Automation
- Office Administration
- Human Resource Management

## *Diploma of Business (Management)*

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Course duration: 40 Weeks including above course information

### **Study areas include:**

- Essential Communication Skills
- Mathematics (Business Applications)
- Financial Accounting
- Economics
- Personal and Professional Development
- Filing
- Office Procedures/Automation
- Human Resource Management
- Applied Communication Skills
- Advanced Computing
- Mathematics (Fundamental Techniques)
- Office Administration
- Financial Accounting (Partnerships)
- Taxation
- Introduction to Litigation, Common Law, Commercial Law
- Introduction to Management
- Small Business Management
- Management Principles

## *Advanced Diploma of Business (Management)*

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Course duration: 60 Weeks including above course information

### **Study areas include:**

- Essential Communication Skills
- Mathematics (Business Applications)
- Financial Accounting
- Economics
- Personal and Professional Development
- Filing
- Office Procedures/Automation
- Human Resource Management
- Marketing and Sales
- Advanced Computing
- Information Systems Management
- Applied Communication Skills
- Mathematics (Fundamental Techniques)
- Office Administration
- Financial Accounting - (Partnerships)
- Office Taxation
- Introduction to Litigation, Common Law and Commercial Law
- Introduction to Management
- Small Business Management
- Advanced Management Principles
- Advanced Management in Practice

### **Provider Options:**

- Taxation II
- Company Law