

Certificate 3 in Business (Accounting)



Course duration: 20 Weeks

Study areas include:

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

Diploma of Business (Accounting)



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
- Advanced Computing
- Human Resource Management
- Applied Communication Skills
- Mathematics (Fundamental Techniques)
- Office Administration
- Financial Accounting (Partnerships)
- Financial Accounting (Companies)
- Taxation
- Introduction to Litigation, Common Law, Commercial Law
- Company Law

Advanced Diploma of Business (Accounting)



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
- Human Resource Management
- Marketing and Sales
- Advanced Computing
- Information Systems in Management
- Applied Communication Skills
- Mathematics (Fundamental Techniques)
- Office Administration
- Financial Accounting (Partnerships)
- Financial Accounting (Companies)
- Advanced Financial Accounting
- Taxation
- Introduction to Litigation, Common Law, Commercial Law
- Company Law

Provider Options:

- Taxation II
- Company Law II
- Office Procedures/Automation