

BUSINESS & MANAGEMENT

COURSES

CERTIFICATE III

FNS30322 Certificate III in Accounts Administration

BSB30120 Certificate III in Business (Administration)

BSB30120 Certificate III in Business (Customer Engagement)

CERTIFICATE IV

BSB41419 Certificate IV in Work Health and Safety

FNS40222 Certificate IV in Accounting and Bookkeeping

BSB40320 Certificate IV in Entrepreneurship and New Business

DIPLOMA

BSB50820 Diploma of Project Management

BSB51319 Diploma of Work Health and Safety

CAREER PATHWAYS

Here are a few career outcomes if you want to work in Business.



Office Administrator/ Clerical Worker
Data Entry Operator/ Information Desk Clerk
Office Junior/ Personal Assistant/ Receptionist



Bookkeeper/ Debtors Clerk/ Payroll Officer
Process Server/ Accounts Clerk/ Accounts Assistant
Accounts Administrator/ Accounts Payable Officer
Accounts Receivable Officer/ Administration Assistant/ Credit Officer



Work Health and Safety Systems Officer/ WHS Coordinator/
Workplace Safety Contact/ Rehabilitation Coordinator
Work Health and Safety Inspector/ Work Health and Safety Manager
Occupational Health and Safety Advisor



Business owner/ Operations manager
Small Business Manager/ Project Leader
Project Team Leader/ Program Manager

