

Business and finance

Choose business and finance as the first step to endless career pathways.

The business sector is incredibly flexible and can allow you to explore a diverse range of industries.

Our business management and leadership courses will give you the skills necessary to run a successful office, manage a small business or lead a corporate organisation. And as businesses adapt and change to a variety of flexible workplace cultures and environments, now is a good time to study human resources management.

Good accounting practices are critical to any enterprise.

Managing and maintaining daily business activities is critical for every business. We offer a range of accounting and bookkeeping courses where you'll develop highly valued skills sought after by employers. You'll gain practical skills and knowledge and be workplace ready on completion. There will be lots of different industries you can go into, providing opportunities and variety in this field.

We also offer courses in justice, library and information services, and community pharmacy as well as a real estate agents' representatives course.



For a full list of business and finance courses and the latest course information, including entry requirements, payment options and intakes, visit chisholm.edu.au/business.



Student story Claire

After leaving high school early, Claire decided a traineeship was the best option for her.

She enrolled in Chisholm's traineeship in a Certificate III in Business with Lee Property Valuers.

Claire's main tasks at work are to schedule property inspections for the valuers and to help check over the valuation reports before they are submitted to the bank.

"I love that every day is different," says Claire.

While studying, Claire also started her own car detailing business – a side hustle that slowly gained momentum.

"The Certificate III in Business course was really good and there are a lot of things I've learnt and used at work," she says. "The scheduling appointments unit, for example, was actually very useful. I'm using a lot of that information in my everyday tasks booking in the valuers' schedules and in my own business organising clients."

Claire encouraged other young people who were leaving high school early to consider a traineeship.

"The best thing about doing a traineeship is that you kind of get a textbook for how to work," she says.

Claire was a finalist representing Chisholm at the Victorian Training Awards.

Accounting

Certificate IV in Accounting and Bookkeeping FNS40217* ●

Duration: 6 months full time, 12 months part time
Location: B, D, F, OC

Certificate IV in Accounting and Bookkeeping – Online FNS40217* ●

Duration: 12 months full time, 18 months part time
Location: O

Diploma of Accounting FNS50217* ●

Duration: 6 months full time, 1 year part time
Location: D, OC

Business administration

Certificate III in Business – Traineeship BSB30120

Duration: 48 weeks full time
Location: W

Certificate IV in Business – Traineeship BSB40120

Duration: 12 months full time, 24 months part time
Location: W

Business management

Diploma of Business BSB50120

Duration: 1 year full time, 18 months part time
Location: D

Diploma of Business – Traineeship BSB50120

Duration: 12 months part time
Location: W

Diploma of Business – Online BSB50120

Duration: 18 months part time
Location: O

Diploma of Project Management BSB50820*

Duration: 8 months part time
Location: C

Associate Degree of Business (Management and Leadership)

CRS1401272

Duration: 1 year full time, 2 years part time
Location: F

Bachelor of Business (Management and Leadership) CRS1401274

Duration: 2 years full time, 4 years plus part time
Location: F



Download your full digital copy of the 2024 course guide at chisholm.edu.au/publications.



Correct at time of print. Subject to change. Visit chisholm.edu.au for the latest course and enrolment information. 2741_0923 CRICOS No 00881F RTO No 0260 TEQSA PRV12123. Training to eligible students is delivered with Victorian and Commonwealth Government funding.

Criminology and justice

Diploma of Justice 22594VIC ●

Duration: 12 months full time
Location: D, F

Pharmacy and retail

Certificate III in Community Pharmacy SIR30116

Duration: 6 months full time
Location: D

Real estate

Certificate IV in Real Estate Practice CPP41419

Duration: 6 months full time
Location: B, C, F

Workplace safety

Certificate IV in Work Health and Safety BSB41419 ●

Duration: 10 months part time
Location: B, C, W

Certificate IV in Work Health and Safety BSB41419 ●

Duration: 9 months full time, 15 months part time
Location: O

● This is a Free TAFE for Priority Course

*This course has been superseded and will transition to a new version in the coming months. Please visit our website for current information about these courses and replacement courses which may or may not include changes to units and course duration. Training packages undergo regular reviews and updates by national industry bodies to ensure they reflect current industry practice.

Locations

B Berwick, **BC** Bass Coast, **BT** Berwick TEC, **C** Cranbourne, **D** Dandenong, **F** Frankston, **MP** Mornington Peninsula, **O** Online, **OC** Off Campus Delivery, **S** Springvale, **W** Workplace.

Fast facts

- > 11 per cent employment growth predicted in professional, scientific and technical services to November 2025*
- > A large variety of business and finance accredited and short courses available, across multiple campuses and delivery modes
- > Significant experience in business and finance delivery by a team of qualified industry experts.

*Source: <https://lmip.gov.au> Labour Market Information Portal (LMIP) 2020 Industry projections – five years to November 2025

