chisholm.edu.au

Chisholm

On campus | Online Workplace | International

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.

TAFE VICTORIA

		on in interesting granter justice
Certificate IV in Accounting and B Duration: 6 months full time, 12 months part time	ookkeeping FNS40217* ● Location: B, D, F, OC	Diploma of Justice 22594VIC • Duration: 12 months full time
Certificate IV in Accounting and B Duration: 12 months full time, 18 months part time	ookkeeping – Online FNS40217* ● Location: O	Pharmacy and retail Certificate III in Community Pharm
Diploma of Accounting FNS50217* Duration: 6 months full time, 1 year part time	• Location: D, OC	Duration: 6 months full time Real estate
Business administration		Certificate IV in Real Estate Practic Duration: 6 months full time
Certificate III in Business – Trainee Duration: 48 weeks full time	eship BSB30120 Location: W	Workplace safety
Certificate IV in Business – Trained Duration: 12 months full time, 24 months part time	eship BSB40120 Location: W	Certificate IV in Work Health and S Duration: 10 months part time
Business management		Certificate IV in Work Health and S Duration: 9 months full time, 15 months part time
Diploma of Business BSB50120 Duration: 1 year full time, 18 months part time	Location: D	
Diploma of Business – Traineeship Duration: 12 months part time	BSB50120 Location: W	 This is a Free TAFE for Priority Course *This course has been superseded and will transitio Please visit our website for current information aboumay or may not include changes to units and cours reviews and updates by national industry bodies to
Diploma of Business – Online BSB Duration: 18 months part time	50120 Location: O	Locations B Berwick, BC Bass Coast, BT Berwick TEC, C (MP Mornington Peninsula, O Online, OC Off Ca
Diploma of Project Management E Duration: 8 months part time	3SB50820* Location: C	
Associate Degree of Business (Ma CRS1401272	nagement and Leadership)	Fast facts
Duration: 1 year full time, 2 years part time	Location: F	> 11 per cent employr professional, scient

> A large variety of business and finance

multiple campuses and delivery modes

*Source: https://lmip.gov.au Labour Market Information Portal (LMIP)



Download your full digital copy ED) 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

Location: D, F

macy SIR30116 $\textbf{Location:} \ \mathsf{D}$

ice CPP41419 Location: B, C, F

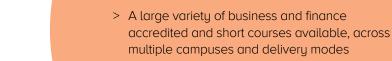
Safety BSB41419 ● Location: B, C, W

Safety BSB41419 ● Location: O

tion to a new version in the coming months. out these courses and replacement courses which rse duration. Training packages undergo regular to ensure they reflect current industry practice.

Cranbourne, **D** Dandenong, **F** Frankston, Campus Delivery, **S** Springvale, **W** Workplace.

> ment growth predicted in ntific and technical services to November 2025*

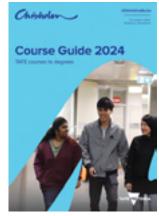


> Significant experience in business and finance delivery by a team of qualified industry experts.

2020 Industry projections – five years to November 2025

Bachelor of Business (Management and Leadership) CRS1401274

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



Accounting