

BUSINESS AND LOGISTICS

Course	Intake details	Admission	Employment opportunities	Further study
Accounting Bachelor of Accounting In association with La Trobe University CRICOS Pending, Course LBC001 Duration includes Diploma and Certificate IV in Accounting	3 Years Dandenong February/ July	Equivalent Academic IELTS 5.5 Equivalent Year 12	Accountant Financial Controller	Relevant postgraduate studies
    Visit www.chisholm.edu.au/international for prices				
Advanced Diploma of Accounting CRICOS Pending, Course FNS60210 Duration includes Diploma and Certificate IV in Accounting	1.5 Years Dandenong February/ July \$10,400 pa + 800 MF	Equivalent Academic IELTS 5.5 Equivalent Year 12	Accountant Assistant accountant Finance manager	Bachelor of Accounting at Chisholm Bachelor of Commerce at Deakin University Bachelor of Business (specialisations) or Bachelor of Business Studies at Charles Sturt University Bachelor of Accounting at La Trobe University Bachelor of Professional Accounting at Holmes Institute Bachelor of Finance at La Trobe University Bachelor of Economics at La Trobe University Bachelor of Business (major choices) at Holmes Institute Bachelor of Business at MIT Institute. See page 18
 				
Diploma of Accounting CRICOS Pending, Course FNS50210 Duration includes Certificate IV in Accounting	1 Year Dandenong February/ July \$10,400 + 800 MF	Equivalent Academic IELTS 5.5 Equivalent Year 12	Accountant Accountant assistant Reconciliation officer Finance assistant Finance manager Registered business activity statements (BAS) agent Bookkeeper	Bachelor of Accounting at Chisholm Advanced Diploma of Accounting at Chisholm Bachelor of Accounting at La Trobe University Bachelor of Professional Accounting at Holmes Institute Bachelor of Finance at La Trobe University Bachelor of Economics at La Trobe University Bachelor of Business (major choices) at Holmes Institute Bachelor of Business at MIT Institute See page 18
 				
Certificate IV in Accounting CRICOS Pending, Course FNS40610	6 Months Dandenong February/ July \$5,200 + \$300 MF	Equivalent Academic IELTS 5.5 Equivalent Year 12	Registered business activity statements (BAS) agent Bookkeeper Accounts receivable officer Accounts payable officer Payroll officer	Diploma of Accounting
				

*MF Materials fee



Overview

This professional accounting qualification addresses career-specific disciplines, including accounting, auditing, finance, business law and taxation. A Bachelor of Accounting gives you multiple points of entry into the professional workforce. Build a career in the finance, mining and resources, manufacturing and education sectors. Work in auditing, costing, investigative accounting, taxation, financial planning, strategic management and management consulting. Many company directors and managers began their careers as accounting graduates, and accountants continue to play a key role in organisational strategy and management. The course is accredited by CPA Australia and the Institute of Chartered Accountants in Australia (ICAA).

- Macroeconomics
- Statistics and business
- Business law
- Corporate reporting
- Cost accounting and decision making
- Finance
- Management accounting and control
- Law of business association
- Advanced financial accounting
- Taxation
- Auditing
- Management
- Electives

This course provides training for those aiming for a qualification and career in accounting. Graduates will be academically qualified to seek membership of the National Institute of Accountants (NIA) and to become tax agents. This course includes all areas of accounting required by the profession as well as general business skill development in areas such as management, economics, business law and statistics, which will ensure graduates have the breadth of skills to work at all levels in any organisation and will also assist in gaining credits into relevant bachelor degree programs. Students can enter the Bachelor of Accounting at Chisholm (run in association with La Trobe University). Chisholm has designed this course in consultation with employers and university representatives to ensure graduates offer employers the range of skills they seek and also prepare graduates for degree level studies.

- Prepare complex tax returns and lodgements
- Implement tax plans and evaluate tax compliance
- Audit and report on financial systems and records
- Monitor corporate governance activities
- Evaluate business performance
- Evaluate financial risk
- Australian financial system and markets (Economics 1)
- Prepare and analyse management accounting information
- Develop and use complex spreadsheets
- Establish and manage contracts
- Interpret data and statistics (Business statistics)
- Provide leadership and motivation in a workplace team
- Manage change
- Evaluate international marketing opportunities (Economics 2)

This course provides knowledge and skill development in taxation, budgeting, financial reporting, internal control and systems, management accounting, law and business mathematics. Students will develop skills to complete more advanced bookkeeping functions or assistant accountant functions within an organisation or as a bookkeeping contractor. This course is highly practical, offering graduates the confidence to enter the workforce with a high standard of accounting skills suited for all industries and organisational size. This qualification satisfies the academic requirements for registration as a Business Activity Statement (BAS) Agent, once the required on the job experience is completed and status by the Association of Accounting Technician.

- Provide financial and business performance information
- Prepare income tax returns for individuals
- Manage budgets and prepare financial reports for corporate entities
- Implement and maintain internal control procedures
- Provide management accounting information
- Australian financial systems
- Develop and use complex spreadsheets
- Provide leadership and motivation in a workplace

This introductory course provides intensive and very practical training to those seeking work at the operational level of bookkeeping, clerical and office administration and those wanting to return to the workforce and upgrade their business skills. The knowledge and skills developed include manual or computerised accounts receivable, accounts payable, payroll, and general ledger and the preparation of Business Activity Statement (BAS) and financial statements. This qualification satisfies the academic requirements for registration as a BAS Agent, once the required on the job experience is completed. It also leads onto the Diploma of Accounting.

- Process financial transactions and extract interim reports
- Administer subsidiary accounts and ledgers
- Prepare financial reports
- Occupational health and safety
- Design and produce business documents
- Set up and operate a computerised accounting systems
- Establish and maintain a payroll system
- Prepare financial statements for non-reporting entities
- Compile data and prepare reports in accordance with organisational policies and procedures
- Apply principles of professional practice
- Establish effective workplace relationships
- Make decisions in a legal context

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Legal Administration Advanced Diploma of Legal Practice CRICOS Pending, Course 22053VIC	2 Years Frankston February \$10,400 pa + \$600 MF	Equivalent Academic IELTS 5.5 (reading writing 5.0) Equivalent Year 11	Pursue a career as a law clerk, legal office administrator or legal secretary in many different areas of law. Career opportunities may also be pursued as a court registrar or court administration staff, conveyancing clerks and positions within the police service.	Diploma of Accounting at Chisholm Diploma of Marketing at Chisholm Diploma of Management at Chisholm Relevant university degree studies
Business Administration Diploma of Business Administration CRICOS 068935B, Course BSB50407 Duration includes Certificate III and IV in Business Administration and Certificate II in Business	2 Years Dandenong February/ July \$10,400 pa + \$2,400 MF	Equivalent Academic IELTS 5.5 (reading writing 5.0) Equivalent Year 11	Secretary Administrator Office administrator Personal assistant Executive assistant Office manager	Diploma of Accounting at Chisholm Diploma of Marketing at Chisholm Diploma of Management at Chisholm Bachelor of Business (major choices) at Holmes Institute Bachelor of Business at MIT Institute See page 18
Certificate IV in Business Administration CRICOS 068934C, Course BSB40507 Duration includes Certificate III in Business Administration and Certificate II in Business	1.5 Years Dandenong February/ July \$10,400 pa + \$1,800 MF	Equivalent Academic IELTS 5.5 (reading writing 5.0) Equivalent Year 11	Executive assistant Legal secretary Medical secretary Office administrator Personal assistant Bookkeeper	Diploma of Business Administration at Chisholm
Certificate III in Business Administration CRICOS 068932E, Course BSB30407 Duration includes Certificate II in Business	1 Years Dandenong February/ July \$10,400 + \$1,200 MF	Equivalent Academic IELTS 5.5 (reading writing 5.0) Equivalent Year 11	Administrative officer Legal secretary Medical secretary Receptionist Word processing operator Bookkeeper	Certificate IV in Business Administration at Chisholm
Certificate II in Business CRICOS 068931F, Course BSB20107	6 Months Dandenong February/ July \$5,200 + \$600 MF	Equivalent Academic IELTS 5.5 (reading writing 5.0) Equivalent Year 11	Word processing clerk Administration officer Receptionist	Certificate III in Business Administration at Chisholm

*MF Materials fee



Overview

This practical course gives students a variety of legal skills and knowledge. As part of the course, students have the opportunity to work in the legal industry, providing valuable work experience and a chance to apply the skills learnt.

On completion, graduates can work in a wide range of legal positions such as law clerk, legal administrator and legal secretary. Career opportunities are also available within the court system, the police service and conveyancing.

- Contract law
- Criminal law
- Family law
- Property law
- Consumer protection law
- Spreadsheets
- Databases
- Audio transcription
- Legal terminology
- Law of evidence
- Commercial law
- Administrative law
- Conveyancing
- Legal research
- Wills and probate
- Employment law
- Preparing complex legal documents

This course enables graduates to gain an executive level administration position and develops knowledge and skills for effectively managing a variety of administrative functions in a business at a senior level.

On completion of this 2-year course, students can work in a high level office position, such as personal assistant, executive assistant or office manager.

- Advanced word processing
- Manage meetings
- Conference planning and management
- Reviewing administration systems
- Managing payroll
- Sustainability processes
- Staff recruitment
- Team effectiveness

The Certificate IV in Business Administration allows students to take on more responsibility, challenges and seniority within a business. The course provides the skills and knowledge required to competently complete tasks and resolve challenges with in-depth understanding of business needs. Students gain skills and knowledge to direct the administrative functions of a business and lead staff in general office tasks. Students gain the skills required for positions such as an administrative officer, legal secretary, administrator, office administrator, personal assistant or secretary. Participants will advance their skills and can proceed to the higher level Diploma in Business Administration upon completion.

- Complex word processing
- Complex desktop publishing
- Complex spreadsheets
- Organising meetings
- Designing databases
- Sustainability procedures
- Business travel
- Occupational health and safety
- Researching information
- Making a presentation

Building on the Certificate II in Business, the Certificate III in Business Administration gives a meaningful depth to the knowledge and skills developed in Certificate II. It gives students the skills and knowledge at an intermediate level, allowing graduates to become an integral part of their team.

This course provides extensive training for students seeking an administration or technology position such as an administrative officer, secretary, receptionist, word processing operator or bookkeeper. Students wishing to advance their skills can proceed to the higher level Certificate IV in Business Administration upon completion.

- Desktop publishing
- Basic payroll
- Electronic presentations
- Intermediate word processing
- Writing simple business documents
- Databases
- Sustainability
- Resume and interview skills
- Keyboarding
- Spreadsheets
- Scheduling
- Occupational health and safety

This is an entry level course that allows students to start an exciting business career. This full-time, 6-month course is designed to create skills and nurture students' confidence. This course provides foundation level training, skills and knowledge to be employed as an administrative officer, clerical worker, word processing operator or receptionist in any industry.

Students will develop a broad range of basic office skills and can proceed to the higher level Certificate III in Business Administration upon completion.

- Communication skills
- Word processing
- Working with diversity
- Occupational health and safety
- Sustainability
- Keyboarding
- Spreadsheets
- Internet and email
- Use of business equipment
- Time management
- Financial documents
- Resume and interview skills

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Course	Intake details	Admission	Employment opportunities	Further study
Logistics Diploma of Logistics CRICOS 063243D, Course TLI50107	1 Year Dandenong February	Equivalent Academic IELTS 5.5 Equivalent Year 12	Warehousing Distribution Logistics supply chain Logistics supervisor Logistics manager Customer service Front line management Inventory management Purchasing procurement	Bachelor of Business (Global Logistics and Transport) at Victoria University See page 18
Business Management Advanced Diploma of Management CRICOS 067431A, Course BSB60407 Duration includes Diploma of Management and Certificate IV in Front Line Management	1.5 Years Berwick February	Equivalent Academic IELTS 5.5 Equivalent Year 12	Frontline manager Middle manager Senior manager	Bachelor of Management at Deakin University Bachelor of Commerce at Deakin University Bachelor of Business at MIT Institute Bachelor of Business (major choices) at Holmes Institute Bachelor of Business (major choices) at La Trobe University See page 18
Diploma of Management CRICOS 067432M, Course BSB51107 Duration includes Certificate IV in Front Line Management	1 Year Berwick February	Equivalent Academic IELTS 5.5 Equivalent Year 12	Supervisor Frontline manager Middle manager	Advanced Diploma of Management at Chisholm Bachelor of Management at Deakin University Bachelor of Commerce at Deakin University Bachelor of Business at MIT Institute Bachelor of Business (major choices) at Holmes Institute See page 18
Certificate IV in Front Line Management CRICOS 067433K, Course BSB40807	6 Months Berwick February	Equivalent Academic IELTS 5.5 Equivalent Year 12	Team leader Supervisor Frontline manager	Diploma of Management at Chisholm See page 18

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Overview

This course allows students to gain the skills and knowledge to perform effectively at management level in warehousing, distribution, supply chain management and logistics environments. Logistics is the movement, storage, handling and delivery of goods. A career in logistics can offer exciting challenges, responsibility, travel opportunities along with excellent salary opportunities. A logistics manager is responsible for collaborating with the other officers of a company such as purchasing officers, transport and warehouse managers, to ensure that the goods produced or sold by the company are received in the company's depot on time. A logistics manager is also responsible for making sure that the goods are stored in a proper and safe manner in addition to looking after their timely dispatch.

This is done through the medium of specialist computer packages, monitoring the levels of stock, tracking the movement of the goods and, when necessary, re-ordering goods on behalf of the company. Career opportunities include management positions in: warehouse and distribution, logistics and supply chain management, customer service, purchasing and procurement.

- Manage people performance
- Ensure a safe workplace
- Manage a supply chain
- Develop and maintain operational procedures for transport and distribution enterprises
- Develop a transport and distribution business plan
- Manage facility and inventory
- Manage customer service
- Negotiate a contract
- Manage a contract
- Develop, implement and review purchasing strategies
- Manage international freight transfer
- Manage warehouse inventory

Students develop skills to manage people and business activities in complex environments. This course reflects the skills of individuals who have senior or managerial responsibility. They oversee the work of others or have specialised roles where they provide strategic leadership.

The course concentrates on developing the “whole” student through exposure to a range of skills, which are an essential requirement in today's workplace. This qualification is designed to allow students a flexible opportunity to access seven key areas of study interests, from finance through to human resources, team supervision, safety, operations and project management, risk, and self development.

- Develop and implement strategic plans
- Provide leadership across the organisation
- Manage organisational change
- Develop and implement a business plan
- Manage innovation and continuous improvement
- Manage risk
- Develop and implement diversity policy
- Manage finances
- Establish and maintain strategic networks
- Develop workplace policy procedures for sustainability

Gain valuable skills in managing projects, operational and financial plans, continuous improvement and customer service. This course develops best-practice management skills for frontline and middle managers in private and public sector organisations.

- Manage budgets and financial plans
- Ensure a safe workplace
- Manage operational plan
- Manage personal work priorities
- Professional development
- Manage people performance
- Manage quality customer service
- Recruit, select and induct staff
- Manage risk
- Manage projects
- Develop workplace policy procedures for sustainability

This course reflects the skills of individuals who take the first line of management in a wide range of organisational and industry contexts. Front line managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

This course reflects those skills needed to provide leadership management and coordination of small groups of people representative in a broad number of workplace settings – from retail to nursing or any industry that requires key personnel to provide business or human resource skills.

Students may have existing qualifications and technical skills in any profession, yet require the skills or recognition in supervisory functions or may be wishing to develop management skills to complement existing skills prior to embarking on working life.

- Show leadership in the workplace
- Promote team effectiveness
- Monitor a safe workplace
- Implement operational plan
- Produce complex business documents
- Promote products services
- Develop work priorities
- Analyse and present research information
- Report on financial activity
- Coordinate implementation of customer service strategies
- Implement workplace information systems
- Promote innovation in a team environment
- Implement continuous improvement
- Develop workplace policy procedures for sustainability

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Course	Intake details	Admission	Employment opportunities	Further study
<p>Marketing</p> <p>Advanced Diploma of Marketing</p> <p>CRICOS 067027B, Course BSB60507</p> <p>Duration includes the Advanced Diploma of International Business and Diploma of Marketing</p> <p>067026C BSB50807</p>	<p>2 Years Berwick February</p> <p>\$10,400 pa + \$185 MF</p>	<p>Equivalent Academic IELTS 5.5 Equivalent Year 12</p>	<p>Account manager Business manager Marketing consultant Marketing manager Product marketing manager Research manager International marketer Business development</p>	<p>Bachelor of Business (Marketing) at La Trobe University Bachelor of Business (International Business) at La Trobe University Bachelor of Management at Deakin University Bachelor of Commerce at Deakin University Bachelor of Business (major choices) at Holmes Institute Bachelor of Business at MIT Institute Bachelor of Business (specialisations) Bachelor of Business Studies or Bachelor of Business (Marketing) at Charles Sturt University</p> <p>See page 18</p>
<p>Diploma of Marketing</p> <p>CRICOS 067025D, Course BSB51207</p> <p>Duration includes Certificate IV in Marketing</p>	<p>1 Year Berwick February</p> <p>\$10,400 + 130 MF</p>	<p>Equivalent Academic IELTS 5.5 Equivalent Year 12</p>	<p>Business marketing Customer service officer International marketer Market researcher Public relations officer Sales manager Account and relationship manager</p>	<p>Advance Diploma of Marketing at Chisholm Bachelor of Business (major choices) at Holmes Institute Bachelor of Business at MIT Institute Bachelor of Business (specialisations) Bachelor of Business Studies or Bachelor of Business (Marketing) at Charles Sturt University</p> <p>See page 18</p>
<p>Certificate IV in Marketing</p> <p>CRICOS 067024E, Course BSB41307</p>	<p>6 Months Berwick February</p> <p>\$5,200 + \$65 MF</p>	<p>Equivalent Academic IELTS 5.5 Equivalent Year 12</p>	<p>Merchandising representative Sales representative Customer service officer Marketing assistant Fieldworker</p>	<p>Diploma of Marketing at Chisholm Bachelor of Business (specialisations) or Bachelor of Business Studies or Bachelor of Business (Marketing) at Charles Sturt University</p> <p>See page 18</p>

*MF Materials fee



Overview

The Advanced Diploma of Marketing develops students' skills and knowledge in areas such as strategic marketing, international marketing and research. A further focus is to develop students' professional approach to work in preparation for the workforce. Chisholm's approach to marketing training ensures students are prepared for work. Students work with local businesses and carry out specific projects under the guidance of teachers and the business manager/owner. This gives students the opportunity to establish networks with businesses and build a portfolio of practical work for interviews and prospective employers. This approach also allows students to learn through application of real situations and develop confidence.

Examples of the businesses Chisholm students have worked with include: The Australian Garden Project, Southern Cross Stock feeds, Mornington Cinema, Cranbourne Turf Club, Gluten Free Gourmet, Streamline Sunglasses, Baxter General Store, Melbourne Storm, Langwarrin Basketball Club and Frankston City Council.

- Develop organisational marketing objectives
- Develop a marketing plan
- Develop and implement strategic plans
- Manage the marketing process
- Manage market research
- Develop, implement and monitor a marketing campaign
- Develop and implement financial strategies
- Manage innovation and continuous improvement
- Evaluate international marketing opportunities
- Manage international marketing programs
- Forecast international market and business needs

Acquire advanced marketing skills with specialised knowledge in marketing research, analysis and marketing plan formulation, implementation and management.

The Diploma level course builds on skills developed in the Certificate IV in Marketing. Specialised aspects of marketing are introduced such as the marketing mix, identifying and evaluating market opportunities and analysing market data.

- Interpret market trends and developments
- Identify and evaluate marketing opportunities
- Establish and adjust the marketing mix
- Plan market research
- Implement and monitor marketing activities
- Manage budgets and financial plans
- Make decisions in a legal context
- Promote products and services to international markets

This course focuses on gaining a sound grounding in marketing concepts. Students develop skills in research and gain an understanding of consumer profiles and consumer behaviour. Business skills such as project management, report writing and networking are developed by applying principles to real projects.

- Undertake marketing activities
- Profile the market
- Analyse consumer behaviour for a specific market
- Conduct market research
- Present a sales solution
- Manage projects
- Review and maintain a website
- Create and use databases
- Make a presentation
- Write complex documents