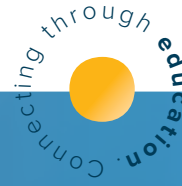




# Business



- 🔗 **BSB30120** Certificate III in Business Administration
- 🔗 **BSB40120** Certificate IV in Business
- 🔗 **BSB50120** Diploma of Business
- 🔗 **BSB60120** Advanced Diploma of Business

## Practical Experience

Gain practical experience and learn from industry experts with popular business courses from Certificate II to Advanced Diploma level.

## Develop Business Skills

These Business courses will give you real-world experience and develop key business skills to thrive in your future career, locally and globally.



**BSB30120**

# Certificate III in Business Administration

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

## 🔗 Entry Requirements

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There are no specific formal entry requirements for this qualification. Gold Coast Learning Centre student entry requirements include the agreement that students will comply with Vet Entry Requirements.

Please note only Australian issued evidence is accepted.

## 🔗 Skills

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- Process financial transactions and payroll
- Maintain financial records
- Handle receipts and despatch of information
- Manage personal work tasks and priorities
- Design and manage business documents with Microsoft Office Suite
- Work in a team and communicate with colleagues

## 🔗 Career Opportunities:

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- Finance clerk
- Administrative assistant
- General clerk



**BSB30120**

# Certificate III in Business Administration

## Units of Competency

CORE	TITLE	CORE/ELECTIVE
	BSBCRT311 Apply critical thinking skills in a team environment	CORE
	BSBPEF201 Support personal wellbeing in the workplace	CORE
	BSBSUS211 Participate in sustainable work practices	CORE
	BSBTWK301 Use inclusive work practices	CORE
	BSBWHS311 Assist with maintaining workplace safety	CORE
	BSBXCM301 Engage in workplace communication	CORE
	BSBTEC301 Design and produce business documents	ELECTIVE
	BSBDAT201 Collect and record data	ELECTIVE
	BSBPEF301 Organise personal work priorities	ELECTIVE
	BSBOPS303 Organise schedules	ELECTIVE
	BSBOPS301 Maintain business resources	ELECTIVE
	BSBPUR301 Purchase goods and services	ELECTIVE
	BSBINS202 Handle receipt and dispatch of information	ELECTIVE

**Note:** Gold Coast Learning Centre reserves the right to change elective units any time to meet the needs of learners and changing industry trends.



## LIVE & LEARN • STUDY ON THE GOLD COAST

This qualification is available as an Australian fee for service Apprenticeship or Traineeship.



BSB40120

# Certificate IV in Business

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

**Entry Requirements**

There are no specific formal entry requirements for this qualification. Gold Coast Learning Centre student entry requirements include the agreement that students will comply with Vet Entry Requirements.

Please note only Australian issued evidence is accepted.

**Skills**

- Use digital technologies to communicate in the workplace and complete business tasks
- Establish business relationships
- Draft complex documents and create presentations
- Communicate with colleagues and seniors
- Think critically and make decisions in the workplace

**Career Opportunities:**

- Administrator
- Executive Personal Assistant
- Office Administrator
- Project Officer
- Sales Account Assistant
- Sales Agent

**BSB40120**

# Certificate IV in Business

## Units of Competency

CORE	TITLE	CORE/ELECTIVE
BSBCRT411	Apply critical thinking to work practices	CORE
BSBTEC404	Use digital technologies to collaborate in a work environment	CORE
BSBTWK401	Build and maintain business relationships	CORE
BSBWHS411	Implement and monitor WHS policies, procedures and programs	CORE
BSBWRT411	Write complex documents	CORE
BSBXCM401	Apply communication strategies in the workplace	CORE
BSBPEF401	Manage personal health and wellbeing	ELECTIVE
BSBPEF402	Develop personal work priorities	ELECTIVE
BSBXTW401	Lead and facilitate a team	ELECTIVE
BSBTEC405	Review and maintain organisation's digital presence	ELECTIVE
BSBSUS411	Implement and monitor environmentally sustainable work practices	ELECTIVE
BSBSUS511	Develop workplace policies and procedures for sustainability	ELECTIVE

**Note:** Gold Coast Learning Centre reserves the right to change elective units any time to meet the needs of learners and changing industry trends.



## LIVE & LEARN • STUDY ON THE GOLD COAST

This qualification is available as an Australian fee for service Apprenticeship or Traineeship.

**BSB50120**

# Diploma of Business

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

## 🔗 Entry Requirements

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There are no specific formal entry requirements for this qualification. Gold Coast Learning Centre student entry requirements include the agreement that students will comply with Vet Entry Requirements.

Please note only Australian issued evidence is accepted.

## 🔗 Skills

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- Develop critical thinking in yourself and others
- Manage business resources
- Oversee budgets and financial plans
- Develop sustainable workplace policies and procedures
- Lead communication in the workplace

## 🔗 Career Opportunities:

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- Operations manager
- Operations supervisor
- Team leader
- Project administrator
- Account manager
- Business manager

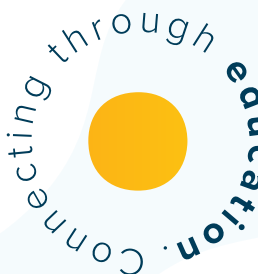
**BSB50120**

# Diploma of Business

## Units of Competency

CORE	TITLE	CORE/ELECTIVE
BSBXCM501	Lead communication in the workplace	CORE
BSBCRT511	Develop critical thinking in others	CORE
BSBOPS501	Manage business resources	CORE
BSBFIN501	Manage budgets and financial plans	CORE
BSBSUS511	Develop workplace policies and procedures for sustainability	CORE
BSBHRM526	Manage payroll	ELECTIVE
BSBOPS504	Manage business risk	ELECTIVE
BSBOPS502	Manage business operational plans	ELECTIVE
BSBOPS503	Develop administrative systems	ELECTIVE
BSBHRM525	Manage recruitment and onboarding	ELECTIVE
BSBFIN601	Manage organisational finances	ELECTIVE
BSBPEF501	Manage personal and professional development	ELECTIVE

**Note:** Gold Coast Learning Centre reserves the right to change elective units any time to meet the needs of learners and changing industry trends.



## LIVE & LEARN • STUDY ON THE GOLD COAST

This qualification is available as an Australian fee for service Apprenticeship or Traineeship.

**BSB60120**

# Advanced Diploma of Business

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

## Entry Requirements

There are no specific formal entry requirements for this qualification. Gold Coast Learning Centre student entry requirements include the agreement that students will comply with Vet Entry Requirements.

Please note only Australian issued evidence is accepted.

## Skills

- Communicate with influence
- Lead and manage organisational change
- Manage organisational finances
- Contribute to strategic workforce planning
- Apply critical thinking for complex problem solving
- Develop and implement business plans
- Review organisational digital strategy
- Lead corporate social responsibility
- Develop organisational strategies

## Career Opportunities:

- General Manager
- Senior Business Service Manager
- Chief of Executive Manager
- Chief of Operations Manager
- Senior Business Consultant
- Senior Business Advisor



**BSB60120**

# Advanced Diploma of Business

## Units of Competency

CORE	TITLE	CORE/ELECTIVE
BSBCRT611	Apply critical thinking for complex problem solving	CORE
BSBFIN601	Develop critical thinking in others	CORE
BSBOPS601	Develop and implement business plans	CORE
BSBSUS601	Lead corporate social responsibility	CORE
BSBTEC601	Review organisational digital strategy	CORE
BSBLDR601	Lead and manage organisational change	ELECTIVE
BSBSTR601	Manage innovation and continuous improvement	ELECTIVE
BSBWHS521	Ensure a safe workplace for a work area	ELECTIVE
BSBCMM511	Communicate with influence	ELECTIVE
BSBOPS504	Manage business risk	ELECTIVE

**Note:** Gold Coast Learning Centre reserves the right to change elective units any time to meet the needs of learners and changing industry trends.



## LIVE & LEARN • STUDY ON THE GOLD COAST

This qualification is available as an Australian fee for service Apprenticeship or Traineeship.

## 🔗 VET Entry Requirements

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All applicants enrolling into Vocational programs must meet the minimum English entry requirements of:

- IELTS Overall Band Score of 5.5 or equivalent, a recognized Upper-intermediate English certificate from another Australian College or the GCLC VET ENTRY test.
- Students who wish to commence studies in any VET course will be asked to complete a literacy and numeracy assessment.
- Students may be required to complete an English language course if their level of English is not sufficient for VET course entry.
- Entry into our Certificate IV, Diploma and Advanced Diploma courses requires a Year 12 qualification or equivalent.

All English evidence provided must be within a 2-year validity period of the commencement date.

## 🔗 RPL/Credit Transfer

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You may be eligible for Credit Transfers if you hold the same unit(s) from another provider. To be eligible; you must present your certified qualification at enrolment stage, together with the completed 'Course Credit Form'. Once assessed, you will be notified of the outcome. Should your achieved units be equivalent, your CoE/course duration will be reduced according to the amount of time needed to complete the outstanding units.

## 🔗 Students

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- **Laptop** is required
- **Payment Plan:** options are available
- **Microsoft Word Package:** own expenses
- **Flexible Study Options:** Online | Face-to-face | Blended delivery
- **Recognition of Prior Learning (RPL)** and credit transfer option available



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