



the
Gordon

Business
and Training
2023

All information is correct at the time of printing.

Real skills. Real experience. Real outcomes.
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Business and Training

Gain the latest skills businesses and employers seek, expand your current knowledge and career options, or create a pathway to university. Our business and training courses are designed for maximum flexibility, allowing you to study when and where it is most convenient.

Accounting		Possible career outcomes
FNS40217	Certificate IV in Accounting and Bookkeeping - F	<i>Bookkeeper, Accounts clerk or Office manager</i>
FNS50217	Diploma of Accounting - F	<i>Accounts payable or receivable Collections supervisor, Junior accountant, Payroll officer or Bookkeeper</i>
Administration and Business		Possible career outcomes
BSB30120	Certificate III in Business	<i>Customer service adviser, Data entry operator, General clerk, Payroll officer, Typist or Word processing operator</i>
BSB40120	Certificate IV in Business	<i>Office administration assistant, Medical receptionist, Accounts clerk, Secretarial services, Administrator or Project officer</i>
AHC41019	Certificate IV in Agribusiness	<i>Agribusiness administrator, Assistant farm manager/supervisor, Production manager or Manager small farm production</i>
BSB50420	Diploma of Leadership and Management	<i>Team leader/manager, Senior manager, Business development manager, Production manager or Corporate services manager</i>
Training and Assessment		Possible career outcomes
TAE40116	Certificate IV in Training and Assessment F	<i>Vocational Education and Training or Industry trainer and assessor, Training advisor</i>



I thought I would give bookkeeping a go and I enjoyed it, so I continued with my diploma. I enjoyed how the classes are hands-on and I was able to find a field of work that I like as well as find work within the accounting industry while continuing with a degree."

ASHLEIGH HAVARD

CERTIFICATE IV IN ACCOUNTING & DIPLOMA OF ACCOUNTING

F Free TAFE ~ Course in transition

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