



Business and Business Administration

Learning what your business needs means better business outcomes

ASC Training & Development's suite of Business and Business Administration programs provide participants with necessary skills and knowledge to better contribute to your business or organisation. A pathway from entry level qualifications (Certificate II) through to office or business management (Diploma) is available.

We offer the following programs;

- Certificate II in Business
- Certificate III in Business
- Certificate IV in Business
- Certificate II in Business Administration
- Certificate III in Business Administration
- Certificate IV in Business Administration
- Diploma Of Business Administration

All programs feature options for face to face delivery, distance learning and RPL as methods of completing the program. Selected components of each program are available as online learning.

Certificates II, III and IV in Business are structured to take a new employee through the process of learning to work effectively within a business, through to being responsible for their own input into the business outcomes, and finally to be responsible for planning and monitoring the work of other team members. Each level builds on the knowledge and skill of the previous one and introduces the participant to new responsibilities within the business environment.

Certificates II, III and IV in Business Administration are very similar to the Business suite of qualifications, concentrating more on the administration of the business office and how this supports the business in achieving its goals.

The **Diploma of Business Administration** is particularly suitable for an Office or Administration Manager who requires not only a superior ability to manage the work of others within the office environment, but to also understand and contribute to the business needs as a point of contact and to be able to manage support functions within the business or administration environment. This is a challenging program that produces exceptional results in course participants.

Building better businesses



Accredited providers of nationally recognised training in:

- Management
- OHS
- Project Management
- Training & Assessment
- Business and Business Administration
- Government
- Injury Management and Return to Work
- First Aid



Approved training provider

Flexible learning options:

- Face to face
- Online
- Distance
- Blended

We guarantee:

- Customised Learning
- Exceptional support services
- Acclaimed and experienced industry facilitators
- Value for your investment

*Some opportunities for funded training may exist. Qualifying criteria apply, please contact ASC for details

For all program costs: Visit our webpage at www.asctraining.com.au