

CONSIDER US AT

CONSIDER THIS TRAINING!

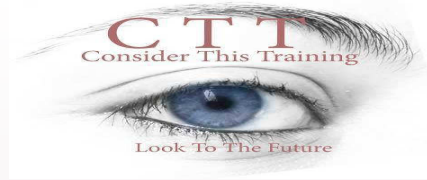
The Consider This Training team are industry professionals with extensive real world experience in the sectors we offer qualifications in.

What this means for our students is that because we have started from the ground floor in our careers and have worked our way up enables us to better relate to and understand our students positions and possible challenges.

We have modern training facilities and industry equipment for practical application.

We are positive about helping our students achieve positive outcomes. We deliver nationally recognised qualifications that will help improve your chances of securing a job in your desired career pathway .

**YOUR PATHWAY, YOUR OPPORTUNITY,
YOUR CAREER, STARTS HERE WITH
CONSIDER THIS TRAINING !!**



TRAINING LOCATIONS:

Heathdale Community Centre:

Cnr Koockaburra Ave & Nightingale Drive,
Werribee 3030

High Point Shopping Centre:

120-200 Rosmond Road, Maribymong
3032.

Iramoo Community Centre:

84 Honour Ave, Wyndham Vale 3024

Wyndham Leisure and Event Centre:

88 Derrimut Road, Hoppers Crossing 3029

Cranbourne Office:

146A High Street, Cranbourne 3977

FCCVI:

93 Cowper Street, Footscray 3011

Contact us on:

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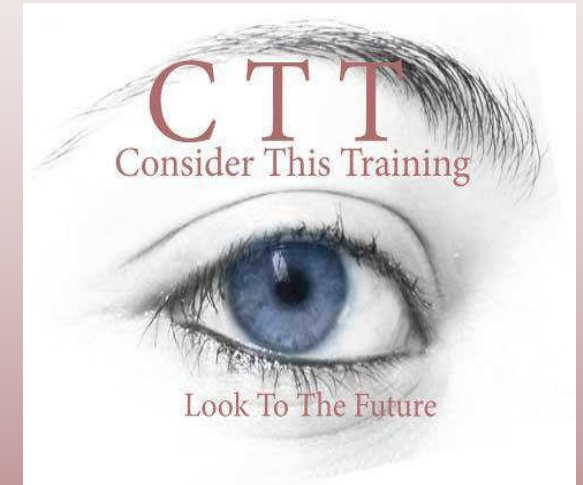
Consider This Training : RTO # 21883

CERTIFICATE

II, III & IV

BUSINESS

ADMINISTRATION



CONSIDER US:

(03) 5995 2050

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BSB20107 CERTIFICATE II IN BUSINESS

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

BSBOHS201A	Participate in OHS processes
BSBCUS201A	Deliver a service to customers
BSBCUS201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information.
BSBCMM201A	Communicate in the workplace
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
BSBWOR202A	Organise and complete daily work activities
BSBWOR203A	Work effectively with others.
BSBWOR204A	Use business technology

BSB30407 CERTIFICATE III IN BUSINESS ADMINISTRATION

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support to a team.

13 units must be selected for this qualification including: 2 core units, plus 7 administration units, plus 4 electives

BSBITU307A	Develop keyboard speed and accuracy
BSBOHS201A	Participate in OHS processes
BSBADM307B	Organize schedules
BSBITU302A	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spread sheets
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBWRT301A	Write simple documents
BSBCUS301A	Deliver and monitor a service to customers
BSBINM301A	Organise workplace information
BSBCMM301A	Process customer complaints
BSBWOR204A	Use business technology
BSBWOR301A	Organize personal work priorities and development
BSBINM301A	Organize workplace innovation

BSB40207 CERTIFICATE IV IN BUSINESS ADMINISTRATION

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

10 units must be selected for the following qualification including: 1 core unit and 9 elective units

BSBOHS407A	Monitor a safe workplace
BSBCUS401A	Coordinate implement of customer service strategies.
BSBADM405B	Organise meetings
BSBITA401A	Design data bases
BSBITS401A	Maintain business technology
BSBITU401A	Design and develop complex text documents.
BSBLED401A	Develop teams and individuals
BSBPMG510A	Manage projects
BSBRES401A	Analyse and present research information.
BSBWRT401A	Write complex documents.
BSBCUS403A	Implement customer service standards

NEED FLEXIBLE TRAINING FROM THE AVAILABLE COURSES IN BUSINESS ADMIN? THEN CALL (03) 59952050

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