



Why Study Business & Management?

Combining your own passion and flair for an interest into a viable money-making work venture is the dream of many. Studying Business and Management can be the catalyst to achieving this ultimate work/life balance, as the skills taught are transferrable to any entrepreneurial field.

Budding entrepreneurs will be taught skills to plan, coordinate and strategise. Lessons in negotiation, sales, human resources, project management, marketing and small business management are also integral components of studying business and management.

Opportunities to put these skills to work are endless and varied as jobs range from administrators to middle managers to executives; working within small or large, government or private industry sectors. The current mining boom in WA has highlighted the need for many already working in the sector to upskill their qualifications to keep abreast of current and future business trends.

Why Study Business & Management at West Coast TAFE?

- Flexible study options for those already working in the sector so those wanting to upskill qualifications can work and study at the same time. Earn while you learn.
- Comprehensive program delivered in an industry setting.
- We understand students' time is precious and our courses are structured to work within time constraints. Gone are the days of learning only in a classroom! Some courses are delivered in monthly workshops, assessments are completed online and on the job, and staff go to students to assist with mentoring/coaching.
- Lecturers are highly qualified in Business and bring years of industry work experience to the learning environment. One lecturer has developed business text books which have been published and are available commercially.

Courses	Career Opportunities
Certificate III in Business	This certificate qualifies graduates to work as: Customer Service Officer; Accounts Clerk; Administrative Support.
Certificate IV in Business	This certificate combined with suitable experience, qualifies graduates to become a Supervisor; Front Line Manager; Trainee Manager; (in medium and large organisations across all industry sectors).
Certificate IV in Business (Frontline Management)	This certificate combined with suitable experience, qualifies graduates to become a Supervisor; Front Line Manager; Trainee Manager; (in medium and large organisations across all industry sectors and with a specific focus on supervision and management).
Certificate IV in Business (Small Business Management)	This certificate provides necessary skills for graduates to establish and manage a small business and gain entrepreneurial skills to make it flourish.
Certificate IV in Business (Marketing)	This certificate qualifies graduates to work as: Sales Representative; general support worker in marketing and sales.
Certificate IV in Business (HR)	This certificate qualifies graduates to work as: Human Resources Officer.
Certificate IV in Business Management	This certificate qualifies graduates to work as: Supervisor; Front Line Manager; Middle Manager.
Certificate IV in Project Management	This certificate provides extensive project management skills to manage resources, personnel and outputs for high-level projects.
Diploma of Business	This diploma combined with suitable experience, qualifies graduates to become a Supervisor; Front Line Manager; Trainee Manager; (in medium and large organisations across all industry sectors).



Diploma of Business Management	This diploma qualifies graduates to work as: Supervisor; Front Line Manager; (in medium and large organisations across all industry sectors).
Diploma of Business (Marketing)	This diploma qualifies the graduate to work in sales and marketing positions, and with suitable experience, become a Sales Manager; Product Manager; Marketing Manager.
Diploma of Business (HR)	This diploma qualifies the graduate to become a Human Resources Officer, and with suitable experience, a Senior Human Resources Officer; Supervisor.
Diploma of Business (Frontline Management)	This diploma qualifies the graduate to work at a higher level within an organisation managing budgets, resources and a group of staff performing a variety of functions.
Advanced Diploma of Business (Management)	This diploma qualifies the graduate to become a: Supervisor; Front Line Manager; (in medium and large organisations across all industry sectors with a focus on leadership capabilities).
Advanced Diploma of Business (HR)	This diploma qualifies the graduate to become a: Senior Human Resource Officer; Supervisor; (with a focus on leadership capabilities).
Advanced Diploma of Business (Marketing)	This diploma qualifies graduates to become a: Sales Representative and with suitable experience, a Sales Manager; Product Manager; Marketing Manager; International Marketing Manager; (with a focus on leadership capabilities and capacity to drive the organisation).

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