"Your success
We make it happen..."

"Your pathway to be an effective Manager..."

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Connectatcwa
Course Overview
This course provides you with the skills you need to start your career as a business professional. It has been developed to ensure you graduate job ready, with the core business knowledge and a solid foundation and practical skills required to move into management roles in large organisations or become an entrepreneur and launch your own business.

Career Options
- Business Manager
- Administration Manager
- Operations Manager
- Program Consultant
- Program Coordinator
- Project Manager
- Business Owner
- Entrepreneur
- Sales Team Leader
- Business Development Manager

Course Duration
- You will complete this course in quick 20 teaching weeks plus up to 6 weeks break.
- For international students, classes are scheduled for 2½ days per week (20 hours per week).
- This time frame will be flexible for local students.

Intake Dates
New intake every month.

Course Fees
- Application Fee: 250 AUD (new applicants only)
- Study Material Fee: 350 AUD
- Full Course Tuition Fee: 4100 AUD
- Easy, affordable and flexible payment options are available

Admission Requirements
Academic Requirement:
- Certificate IV in Business or other related area OR
- You have demonstrated knowledge, skills and experience in business or sales.

English Language Requirement:
If you are an international student, it is required to prove that you have an Intermediate level of English. This can be demonstrated if you have achieved any of the followings.
- IELTS Test Score of 5.5 OR
- TOEFL (IBT) Test Score of 46 OR
- PTE Academic Test Score of 42 OR
- Cambridge English: Advanced (CAE) Test Score of 47 OR
- OET Pass Grade OR
- TOEFL (PBT) Test Score of 527 (only if IELTS is not available) OR

You are an international student currently studying in Australia and have studied for a period of 6 months or more at Certificate III level or above

Please refer to www.border.gov.au to find out the assessment level for your country and to determine the required level of English that you should possess to apply for student visa.

Course Outline
For achieving this qualification, you will complete the following units:

1. BSBRSK501 Manage risk
2. BSBADM502 Manage meetings
3. BSBADM504 Plan and implement administrative systems
4. BSBHRM501 Manage human resources services
5. BSBHRM506 Manage recruitment, selection and induction processes
6. BSBMGT516 Facilitate continuous improvement
7. BSWOR501 Undertake personal work priorities and professional development
8. BSBPMG522 Undertake project work

To Apply:
- Apply online from the website www.atc.wa.edu.au OR
- Please download the enrolment form available on www.atc.wa.edu.au and email us the completed application form along with required documents to admissions@atc.wa.edu.au

Study Support & Work Experience
ATCWA offers various free study support sessions and arranges work experience opportunities for you to gain relevant skills and industry experience.

Study Modes
This course is mainly delivered on face-to-face class-room based dialectic method. Various structured activities, practical tasks, research activities and industry excursions are blended to provide learners with the most opportunities to explore and experience the real business environment.

Further Study Options
On completion of this course you can undertake further qualifications such as Advanced Diploma or Degree level qualifications.

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