

# BSB30115

## CERTIFICATE III IN BUSINESS

CRICOS CODE 089497A

# BSB50215

## DIPLOMA OF BUSINESS

CRICOS CODE 089499K

**Packaged Course. Study in Brisbane or Townsville**


The Certificate III in Business and Diploma of Business packaged courses applies to students aspiring to see a business career in roles such as executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

This qualification also provides a pathway towards a university Bachelor degree with credit - articulation agreements in place with Griffith University and the University of Southern Queensland.

<b>Study Mode</b>	Classroom & Online
<b>Duration of Course</b>	24 Months - 20 hours p/week
<b>Total Units</b>	20 [12 + 8]



## Entry Requirements



### Minimum Age

You will need to be at least 18 years old.

### Course Fee

Please contact us for our current prices.

Regardless of your circumstances we have a payment plan to suit you.



### How to Enrol

Apply via our website - [axial.edu.au](http://axial.edu.au)  
 To support your application, please provide the following:

- Certified copy of your passport
- Statement Of Purpose
- Certified copy of your educational certificates and academic records.
- English language test results.

See website for more enrolment information



### Career Outcomes

- Office Manager.
- Team Leader.
- Retail Manager.
- Program Coordinator.
- Business Owner.
- Unit Manager.

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**Pathways To Further Study**

Advanced Diploma of Hospitality Management

**Basic Resources**

Students are required to have the following equipment for practical and live lessons:

- A **compulsory black business shirt**.
- Approximate cost is \$48.00 per shirt.
- The purchase of 2 shirts is recommended.
- Black business style pants (male and female) (leggings and/or tights will not be accepted) or a black knee length business style skirt.
- Black enclosed leather non-slip shoes.

It is recommended that students have access to a reliable internet connection to access online studies and a computer with up-to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player. This equipment and software is available for students to use onsite at the Axial International College.

**University Articulation**

Study of this course with Axial Training can gain you credits into:


 Bachelor of International Tourism and  
 Hotel Management

Bachelor of Business



Associate Degree of Business and Commerce

Bachelor of Business and Commerce

**Course Units**
**BSB30115:**

BSBWHS302	Apply knowledge of the WHS legislation in the workplace
BSBDIV301	Work effectively with diversity
BSBINM301	Organise workplace information
BSBITU312	Create electronic presentations
BSBITU314	Design and produce spread sheets
BSBPRO301	Recommend products & services
BSBITU313	Design & produce digital text documents
BSBITU306	Design & produce business documents
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR301	Organise personal work priorities & development
BSBCUS301	Deliver & monitor a service to customers
BSBINN301	Promote innovation in a team environment

**BSB50215:**

BSBDIV501	Manage diversity in the workplace
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage Meetings
BSBCUS501	Manage quality customer service
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG506	Plan market research
BSBPMG522	Undertake project work
BSBRISK501	Manage risk

**connect with us for more**

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 382 Sturt St, Townsville 4810  
[www.axial.edu.au](http://www.axial.edu.au)