

BSB30120

CERTIFICATE III IN BUSINESS

CRICOS CODE: 105306J

Study in Brisbane or Townsville.



Axial International College's Certificate III in Business qualification applies to individuals seeking to boost their knowledge and skills in current business technologies, communication and to improve their general office practices.

Workers with this qualification may be responsible for providing technical advice and support to a team and may apply some key decision making, judgment and theoretical knowledge to workplace situations and context.

Study Mode	Classroom & Online
Duration of Course	12 Months - 20 hours p/week
Total Units	13 [6 Core & 7 Elective]



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
 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 over for more enrolment information



Career Outcomes

- Data Entry Operator
- General Clerk
- Human Resources Clerk
- Receptionist

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Pathways To Further Study

- Certificate III in Business Administration
- Certificate IV in Business
- Diploma of Business
- Diploma of Leadership and Management

Enrolment

If your application with Axial International College is successful, we will send you a Letter Of Offer.

To accept the Letter Of Offer and secure your position in your chosen program, you will need to:

- Meet any conditions listed on your Letter Of Offer.
- Pay your tuition fees.
- Organise and pay your **Overseas Student Health Cover**.
- Return a signed copy of the **Axial International College Letter Of Offer**.

After you have accepted your Letter Of Offer, you will receive your Confirmation of Enrolment (CoE) and with your CoE you can apply for your **student visa**.

You will need to arrange your student visa before you come to Australia.

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.

Course Units

Core:

- BSBCRT311 Apply critical thinking skills in a team environment
- BSBPEF201 Support personal wellbeing in the workplace
- BSBSUS211 Participate in sustainable work practices
- BSBTWK301 Use inclusive work practices
- BSBWH311 Assist with maintaining workplace safety
- BSBXCM301 Engage in workplace communication

Elective:

- BSBTEC201 Use business software applications
- BSBTEC302 Design and produce spreadsheets
- BSBPEF301 Organise personal work priorities
- BSBOPS305 Process customer complaints
- BSBOPS304 Deliver and monitor a service to customers
- BSBTEC303 Create electronic presentations
- BSBPMG430 Undertake project work

connect with us for more



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