

# BSB30120

## CERTIFICATE III IN BUSINESS

CRICOS CODE: 105306J

# BSB50120

## DIPLOMA OF BUSINESS

CRICOS CODE: 103513G

**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, James Cook 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>	25 [13 + 12]



### 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 Management

Other Business degrees in higher education

**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**
**BSB30120:**

- 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
- BSBWHS311 Assist with maintaining workplace safety
- BSBXCM301 Engage in workplace communication
- 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

**BSB50120:**

- BSBCRT511 Develop critical thinking in others
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBXCM501 Lead communication in the workplace
- BSBPMG430 Undertake project work
- BSBADM503 Manage Meetings
- BSBTWK502 Manage team effectiveness
- BSBMKG541 Identify and evaluate marketing opportunities
- BSBOPS505 Manage organisational customer service
- BSBMKG555 Write persuasive copy
- BSBSTR402 Implement continuous improvement

**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



Bachelor of Business

Bachelor of Commerce

**connect with us for more**

 Level 1, 44 Ferry Street, Kangaroo Point 4169  
 382 Sturt St, Townsville 4810  
[www.axial.edu.au](http://www.axial.edu.au)