



BUSINESS

# CERTIFICATE III IN BUSINESS BSB30115



## TERM DATES

	2018	2019
<b>TERM 1</b>	05 February MID-TERM: 05 MAR <sup>m</sup>	04 February MID-TERM: 04 MAR <sup>m</sup>
<b>TERM 2</b>	30 April MID-TERM: 28 MAY <sup>m</sup>	29 April MID-TERM: 27 MAY <sup>m</sup>
<b>TERM 3</b>	23 July	22 July
<b>TERM 4</b>	15 October	14 October

m: Mid-term intake only available in terms 1 & 2  
Brisbane campus only



## CAMPUS AVAILABILITY

- ☀ Weekday - Bondi Junction
- ☀ Weekday - Manly Beach
- ☀ Weekday / ☀ Weekend - Sydney CBD
- ☀ Weekday - Brisbane CBD
- ☀ Weekday - Gold Coast - starts T4,18
- ☀ Weekday - Melbourne CBD



## COURSE LENGTH

Duration: 2 terms<sup>2</sup> approximately 6 months



## COURSE FEE<sup>3</sup>

\$3,900 (\$1,950 per term)

Application fee:

Student visa - \$250

Other visas - \$200

Workbook fee:

Free to download

OR \$5 per subject for hard copy

## ENTRY REQUIREMENTS



**ACADEMIC** - Successful completion of Australian Year 10 or equivalent at minimum.

**ENGLISH LANGUAGE PROFICIENCY<sup>4</sup>** - Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

## PATHWAYS<sup>5</sup>



Students who successfully complete the Certificate III in Business may enter Certificate IV courses at Australian Pacific College.

## COURSE OVERVIEW & STRUCTURE



The Certificate III in Business is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested in gaining employment at a mid level administrative or customer service role.

The Certificate III in Business will provide the student with the training needed to work within the office environment in a variety of roles such as:

- Customer Service Advisor
- Data Entry Operator
- General Clerk
- Payroll Officer
- Typist
- Word Processing Operator

The Certificate III in Business will equip students with the skills needed to succeed in business both within Australia and internationally.

The course will also assist students to develop higher level skills in the following areas:

- Communication
- Teamwork
- Problem solving
- Learning
- Planning and organising
- Self management
- Technology
- Initiative and enterprise

## 6 SUBJECTS<sup>6</sup>

Effective Writing	Customer Service
Advanced Team Work	Resource Management
Basic Bookkeeping	Fundamentals of WHS

## ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

## MODE OF DELIVERY

International students: Face-to-face (up to 33% may be delivered online or by distance)

Local students: Face-to-face, online, distance, workplace or blended delivery modes are available.

<sup>1</sup>Course and campus availability subject to demand.

<sup>2</sup>One term = 12 weeks (9 weeks study & 3 weeks course break). Please note the Christmas/New Year break is 7 weeks.

<sup>3</sup>Promotional fees may be applicable from time to time. Please contact us for further details.

<sup>4</sup>For a free assessment of your current English level, please go to [www.apc.edu.au/applications/#entry-tests](http://www.apc.edu.au/applications/#entry-tests)

<sup>5</sup>For more information about our University and other articulations, please visit [www.apc.edu.au/courses/vocational-further-study-pathways/](http://www.apc.edu.au/courses/vocational-further-study-pathways/)

<sup>6</sup>First term subjects are timetabled as 3 face-to-face. Second term subjects are timetabled as 2 face-to-face and 1 online.