



BSB30120

Certificate III in Business

Build administration skills with this hands-on qualification that will prepare you for employment in a mid level administrative or customer service role.

The Certificate III in Business qualification will provide you with the training needed to work within the office environment in a variety of roles and equip you with the skills needed to succeed in business both within Australia and internationally.



Pathways to further studies



Expert Trainers



Gain in-demand office skills



Practical training



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PROSPECTIVE CAREER OUTCOMES

Customer Service Advisor
Data Entry Operator
General Clerk
Payroll Officer
Typist
Word Processing Operator
Administration Assistant
Office Assistant

GAIN SKILLS IN

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

SUBJECTS

1. Advanced Sustainable Work Practices
2. Wellbeing and Safety
3. Workplace Teamwork 2
4. Customer Service 2
5. Finance in Business
6. Technology in Business 2

ACADEMIC ENTRY REQUIREMENTS

Successful completion of Australian Year 9 or equivalent.

ENGLISH LANGUAGE PROFICIENCY

General English - Intermediate Level;
or English Proficiency Skills test result
as per APC requirements.

ASSESSMENTS

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

PATHWAYS

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

INTAKE DATES

8 intakes per year.
See our website for latest intake dates.



DURATION

Full-time: 2 terms (approx. 6 months).
Part-time*: 4 terms (approx. 1 year).

*Part-time option only available for domestic students.

DELIVERY

International Students:

On Campus, Online (up to 1/3 of the units of the course) and blended options available

Domestic Students:

On Campus, Online and blended options available

LOCATION

Sydney CBD
Manly Beach
Brisbane
Melbourne
Gold Coast
Adelaide
Online

COURSE FEES

\$3,600

Application fee: \$150 for international students only

HOW TO PAY

Direct deposit or credit card before the course start date.

NOTE:

- Information correct at time of publication. Visit website for most up-to-date information.
- Course and campus availability subject to demand.
- One term is equal to 9 weeks of study.
- For a free assessment of your current English level, please go to apc.edu.au/apply/pre-arrival-test
- For more info about our University pathways, visit apc.edu.au/study/university-pathways

DEFINITIONS:

International students: A temporary resident of Australia and/or a resident or citizen of any other country.

Domestic students: An Australian citizen or Australian permanent resident.



AUSTRALIAN
PACIFIC COLLEGE

APC.EDU.AU
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