



FACULTY OF BUSINESS



NATIONAL CODE: BSB30120

## CERTIFICATE III IN BUSINESS

This qualification applies to a range of administrative roles in varied care-based contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

### CAMPUSES

BRISBANE

EIGHT MILE PLAINS

GOLD COAST

HOBART

SANDY BAY

### OVERVIEW



**INTAKES**  
Flexible



**DURATION**  
47 weeks



**INDUSTRY PLACEMENT**



**INTERNATIONAL STUDENTS**  
No



**CRICOS CODE:**

**16**

**CONTACT HOURS**  
0

Entirely Online (Self-study)

Want to get a start in  
business?  
You need training.

Watch the Video



### NATHANIEL

Graduate Certificate In Leadership Diversity

From our trainer Rudy to the fantastic online resources, super engaging lectures and the outstanding guest speakers – plus the 24/7 student support – there's literally no better place to study. It's incredible.

## CERTIFICATE III IN BUSINESS

Keep businesses running with a Certificate III in Business. This course will prepare students to provide administrative support and technical advice to business teams.

This course has a minimum of 15 supervised scheduled face to face course contact hours on campus per week as well as 5 distance / online education hours per week. This comes to a total of 20 hours per week. Students are also required to undertake reading, activities, research, assessments and homework.

### What You'll Learn

- contribute to the health and safety of yourself and others
- type quickly and accurately
- organise workplace information logically
- organising schedules (Elective units)
- processing payroll (Elective units)
- designing and producing digital text documents and spreadsheets (Elective units)
- maintenance of financial records (Elective units)

### Career Outcomes

CLERKS

RECEPTIONISTS

DATA ENTRY OPERATORS

OFFICE ADMIN ASSISTANTS

WORD PROCESSING OPERATORS

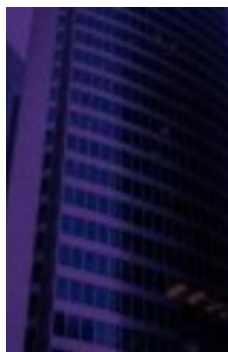
JUNIOR PERSONAL ASSISTANTS

## Rhodes work with industry leaders



## Interested in Studying?

Here's what our students think.



Nathaniel

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## INTAKE DATES

## TUITION FEES ()

Course Name	Course Duration		Campus Availability	Intakes
Certificate III in Business	47 weeks	\$0	BNE EMP EMP HBA SBY	Flexible

## ENTRY REQUIREMENTS

AGE	GRADE	IELTS
16	10	3.5

### ■ AGE

Minimum age of 16 years

### ■ EDUCATION & EXPERIENCE REQUIREMENTS

Year 10 Australian Senior High School Certificate, or equivalent (e.g. completion of Year 12 or High School in the students home country) with full academic results.

### ■ ENGLISH LANGUAGE

Pre-Intermediate English (equivalent to 3.5 academic or general IELTS)

### ■ REQUIRED IDENTIFICATION

Photo ID and evidence of citizenship (international students must provide copy of passport)

### ■ COMPUTER SKILLS & EQUIPMENT

Students on this course require computer access for learning purposes and to complete course assessments. As such, learners must have beginner/intermediate computing skills including use of Microsoft Office programmes, in addition to hardware requirements of a desktop or portable computer with keyboard, pointing device, speaker, web camera and microphone, and a broadband internet connection.

### ■ FURTHER INFORMATION

Students who are unable to meet the academic or English language criteria may in some cases be eligible to undertake our Language, Literacy & Numeracy (LLN) test. Criteria may change at any time without notice. Additional English language requirements may apply to international applicants from non-English speaking backgrounds wishing to articulate on a visa package into a university programme.

## BRISBANE COURSE TRAINERS

## BRISBANE & FACILITIES

### YOUR CAMPUS

### SESSION LOCATIONS

## EIGHT MILE PLAINS COURSE TRAINERS

### EIGHT MILE PLAINS & FACILITIES

#### **YOUR CAMPUS**

#### **SESSION LOCATIONS**

## GOLD COAST COURSE TRAINERS

### GOLD COAST & FACILITIES

#### **YOUR CAMPUS**

#### **SESSION LOCATIONS**

## HOBART COURSE TRAINERS

### HOBART & FACILITIES

#### **YOUR CAMPUS**

#### **SESSION LOCATIONS**

## SANDY BAY COURSE TRAINERS

### SANDY BAY & FACILITIES

#### **YOUR CAMPUS**

## SESSION LOCATIONS