



BUSINESS



NATIONAL CODE: BSB30120

CERTIFICATE III IN BUSINESS

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

CAMPUSES

ANN STREET CENTRE

OVERVIEW



INTAKES
Monthly



DURATION
52 weeks



INDUSTRY PLACEMENT



INTERNATIONAL STUDENTS
Yes



CRICOS CODE:
107100G



CONTACT HOURS
20



Entirely On Campus

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

Watch the Video



VANCE SIAO

Diploma of Business

My tutor Richard was always very encouraging and helped me through the entire process step by step.

CERTIFICATE III IN BUSINESS

About this Course:

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

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



Yuan Hsu

In the past year, I met three teachers and they are the best education team I have met in my life. I'm Taiwanese learning English in Australia. In the beginning, I wasn't able to speak even a sentence, but Jessica and Sukin were very patient to us. From my perspective, one of the most important things for junior English learner is to be given confidence by others. I had been taught by two of them from basic English. Finally, when I reached level 5, I met teacher Jayne, she would push us a little bit to learn more. I want to say again that, they are the best education team I have come across. They are so professional that they can be fully trusted.



Vance Siao

My tutor Richard was always very encouraging and helped me through the entire process step by step.

INTAKE DATES

2024

MAY

Monday, 13th

JUNE

Monday, 03rd

JULY

Monday, 08th

AUGUST

Monday, 05th

SEPTEMBER

Monday, 02nd

OCTOBER

Monday, 14th

NOVEMBER

Thursday, 14th

DECEMBER

Monday, 02nd

TUITION FEES (DOMESTIC FEE)

Course Name	Course Duration	Domestic Fee	Campus Availability	Intakes
Certificate III in Business	52 weeks	\$0		Monthly

ENTRY REQUIREMENTS

AGE	GRADE	IELTS
16	10	5.0

■ AGE

Minimum age of 16 years

■ EDUCATION & EXPERIENCE REQUIREMENTS

Year 10 Australian Senior High School Certificate or equivalent with full academic results

■ ENGLISH LANGUAGE

Intermediate English (equivalent to 5.0 academic or general IELTS) or successful completion of college LLN Test

■ REQUIRED IDENTIFICATION

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

■ COMPUTER SKILLS & EQUIPMENT

Basic computing skills including use of Microsoft Office programmes, in addition to hardware requirements of a portable computer with keyboard, pointing device, speaker, camera and microphone, and a broadband internet connection.

■ ADDITIONAL REQUIREMENTS

Specific Updates to English Language Requirements for Student Visas
General Student Visa: The minimum IELTS score has increased from 5.5 to 6 (or equivalent).
Packaged ELICOS: The minimum IELTS score to undertake a packaged English Language Intensive Courses for Overseas Students (ELICOS) program has increased from 4.5 to 5.0.

■ FURTHER INFORMATION

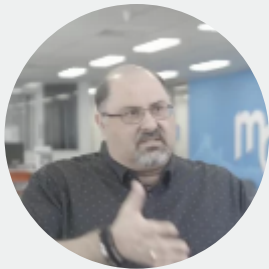
Students who are unable to meet the academic or English language criteria may in some cases be eligible to undertake our Language, Literacy & Numeracy (LLN) test. Criteria may change at any time without notice. Additional English language requirements may apply to international applicants from non-English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

ANN STREET CENTRE COURSE TRAINERS



Darren Noble

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Jim Andreou

Jim started his working life studying a degree in Engineering at UQ with a major in Electronics, he worked as a senior systems designer and analyst for Olivetti in the mid to late 80s, later turning his attention to a different career.

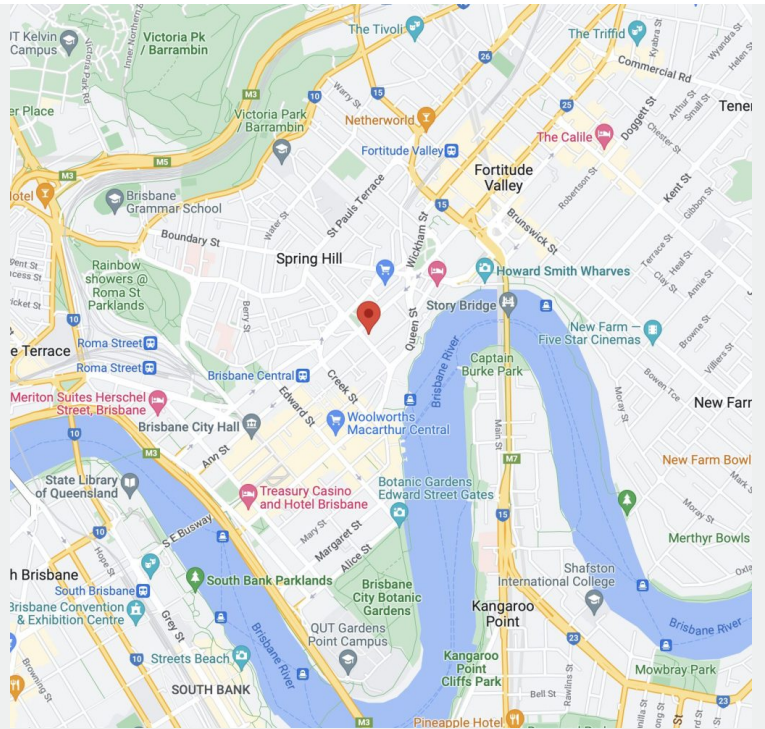
Jim studied Law and Commerce Economics at QUT and while studying he completed his 5 year articles of clerkship, he then spent almost two decades practicing in the areas of commercial and corporate litigation.

Jim has since decided to pursue a new career and has successfully completed a BSc and MSc and is currently completing his doctoral studies in Science.

ANN STREET CENTRE & FACILITIES

YOUR CAMPUS

NIET Group Ann Street Centre is the home of NIET vocational courses in Brisbane CBD, with a dedicated Fashion Lab, aged care and child care training facilities. With 10 massive classrooms and intimate breakout rooms.



[Level 4, 369 Ann Street, Brisbane, 4000](#)

SESSION LOCATIONS



ANN ROOM 4

ANN
CTR

PROJECTOR

MULTIMEDIA WALL

LECTURE SEATING

NIET Group Ann Street Centre is the home of Charlton Brown vocational courses in Brisbane CBD, with a dedicated Fashion Lab, aged care and child care training facilities. With 10 massive classrooms and intimate breakout rooms.

VIEW IN MAP



AXCELERATE



ONLINE LEARNING PORTAL

Our online learning portal, aXcelerate, is where you will find your assessments and study materials – it's a fun environment to complete your “*Supervised Hours*” online as part of your self study.

It's also the place where you connect with your trainer, ask any questions and get help with your studies!

VIEW IN MAP



ANN ROOM 2

ANN
CTR

PROJECTOR

MULTIMEDIA WALL

LECTURE SEATING

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VIEW IN MAP

