



AUSTRALIAN NATIONAL COLLEGE

BSB30115 Certificate III in Business

Management and Commerce

CRICOS Course Code 086835A



Business Management

Course Description

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Qualification

Students successfully completing the course will receive the Nationally Recognised; BSB30115 Certificate III in Business.

Course Duration

This course is offered full time over 1 year or 52 weeks including holidays on a full time basis.

Contact Hours

20 hours per week face to face learning for 40 weeks.

*Additionally, students are expected to at least **10 hours** of individual study per week not limited to research, learning activities and assessment activities utilising the facilities and resources available at ANC.*

Tuition Fee

AUD\$ 6,900

Fees and Charges are subject to change with prior notice. Material Fee will be charged extra. (\$300 Approximately)

Training Location

- Level 1, 58 Franklin Street, Melbourne VIC 3000
(Classes as per scheduled timetable)

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Entry Requirements

Age Requirements

ANC has a requirement that all students must be over 18 years of age at the commencement of course.

Academic Requirements

To gain entry to this course, applicants should have successfully completed home country equivalent to an Australian Year 11 qualification.

For further information refer to the Equivalent Qualifications on the Victorian Curriculum and Assessment Authority (VCAA) website: <http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivalals/equiv-yr11.aspx>

There are no course specific entry requirements for this qualification.

English Language requirements.

All International Students entering this qualification must have a minimum English Language proficiency level of one of the below:

You should qualify in any one of the following:

An English Language proficiency level of one of the following:

- IELTS overall band of 5.5 or equivalent internationally recognised exam result in line with DHA regulations;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 162 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time studies in Australia towards a Certificate III or above;
- English as the first language;
- Satisfactory completion of the EAL course/English language course or satisfactory completion of 10-20 weeks ELICOS from a National ELT Accreditation Scheme (NEAS) Accredited English Institution with an IELTS score of 5.0;
- OR any other form of test which satisfies the Institution.

Teaching Methods

Teaching is conducted in the classroom. The delivery will include face to face teaching, lectures, discussions and learning activities

Assessments

Assessments comprise of activities, questions, case studies, project, report.

Course Structure

12 units must be completed

Unit Code

Unit Name

Core Units

- BSBWHS302 Apply knowledge of WHS legislation in the workplace

Elective Units

- BSBCUS301 Deliver and monitor a service to customers
- BSBDIV301 Work effectively with diversity
- BSBITU304 Produce spreadsheets
- BSBCMM301 Process customer complaints
- BSBITU302 Create electronic presentations
- BSBWOR301 Organise personal work priorities and development
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- BSBWRT301 Write simple documents
- BSBCUS403 Implement customer service standards
- BSBADM405 Organise meetings
- BSBITU306 Design and produce business documents

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