



NATIONAL CODE: BSB30120

# CERTIFICATE III IN BUSINESS

Boost your career with this course, equipping you with essential skills and knowledge to thrive in various business roles and provide valuable support to your team.

## CAMPUSES

BRISBANE CAMPUS (ADELAIDE STREET 2)

GOLD COAST SOUTHPORT CAMPUS

## OVERVIEW



**INTAKES**  
Monthly



**DURATION**  
52 weeks



**INDUSTRY PLACEMENT**



**INTERNATIONAL STUDENTS**  
Yes



**CRICOS CODE:**  
105195M



**CONTACT HOURS**  
20

Entirely On-Campus

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

Watch the Video



### NATHANIEL

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

### About this Course:

This course is your gateway to a successful career in the dynamic world of business. This qualification is designed for individuals looking to build a solid foundation in business administration, encompassing a range of routine and operational tasks. Through this course, you'll develop crucial skills in technology, communication, and administrative procedures, while gaining expertise in problem-solving and team support. Ideal for those new to the industry or seeking to enhance their current role, the Certificate III in Business equips you with the competencies and confidence needed to excel in various business settings.

### What You'll Learn

- Analyse and solve problems collaboratively.
- Support wellbeing in professional settings.
- Implement environmentally friendly practices.
- Foster workplace diversity and inclusion.
- Enhance communication with colleagues and stakeholders.
- Leverage digital tools for teamwork and productivity.

### Career Outcomes

CLERKS

RECEPTIONISTS

DATA ENTRY OPERATORS

OFFICE ADMIN ASSISTANTS

WORD PROCESSING OPERATORS

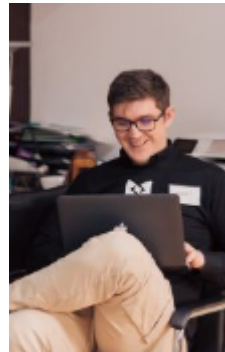
JUNIOR PERSONAL ASSISTANTS

## We work with industry leaders



**Zhang Jing**

An effective teacher is one who directs, facilitates and manages the students' learning process. Da Teng is one of them. I like his flexible teaching style, positive belief in the ability to solve translating problems, willingness and motivation to listen and caring for students.



**Rob Manz**

I'm very happy with the service and education Charlton Brown provided! Alvin's teaching was fun, creative and entertaining. He likes to talk about trending topics in the class. He's also fast at answering any questions.

## INTAKE DATES

### 2024

#### DECEMBER

Monday, 02nd

### 2025

#### JANUARY

Monday, 06th

#### FEBRUARY

Monday, 03rd

#### MARCH

Monday, 03rd

#### APRIL

Monday, 28th

#### MAY

Monday, 19th

#### JUNE

Monday, 16th

#### JULY

Monday, 14th

#### AUGUST

Monday, 04th

#### SEPTEMBER

Monday, 01st

#### OCTOBER

Monday, 13th

#### NOVEMBER

Monday, 10th

#### DECEMBER

Monday, 01st

## TUITION FEES (DOMESTIC / PERMANENT RESIDENT)

Course Name	Course Duration	Domestic / Permanent Resident	Campus Availability	Intakes
Certificate III in Business	52 weeks	\$3,000	BNE2 GLD	Monthly

## ENTRY REQUIREMENTS

AGE	GRADE	IELTS
16	10	5.0

#### ■ AGE

Minimum age of 16 years or turning 16 years old prior to commencement of the course

#### ■ EDUCATION & EXPERIENCE REQUIREMENTS

Year 10 Australian Senior High School Certificate, or equivalent (e.g. completion of Year 11 in the students home country) 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

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.

## ■ 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

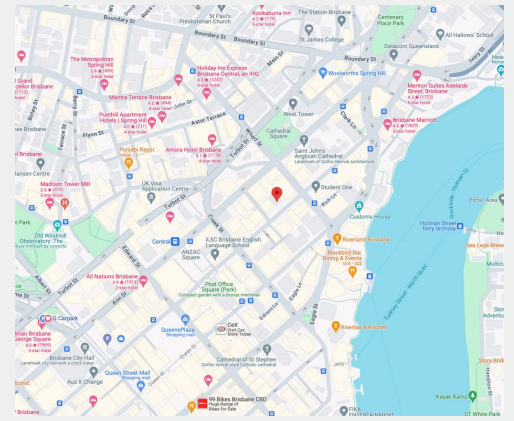
Students who are unable to meet the academic or English language criteria may in some cases be eligible to undertake our Language, Literacy & Numeracy (LLN) test. Criteria may change at any time without notice. Additional English language requirements may apply to international applicants from non-English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

## BRISBANE CAMPUS (ADELAIDE STREET 2) COURSE TRAINERS

## BRISBANE CAMPUS (ADELAIDE STREET 2) & FACILITIES

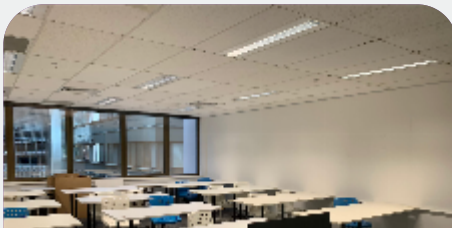
### YOUR CAMPUS

Charlton Brown is proud to introduce its latest campus located at 316 Adelaide Street, Brisbane, a state-of-the-art facility designed to provide students with an unparalleled learning experience. Situated in the heart of Brisbane's bustling city center, this modern campus is not just a place of learning but a hub of innovation and professional development. 316 Adelaide Street is more than just its physical amenities; it's located in a vibrant area surrounded by cafes, parks, and cultural sites, providing students with a rich urban experience. The campus is easily accessible by public transport, making it convenient for students traveling from various parts of the city. Charlton Brown's new campus reflects our commitment to providing high-quality education in an environment that inspires and motivates. It's a place where students can learn, grow, and prepare for successful careers in their chosen fields.



[316 Adelaide Street, Brisbane](#)

## SESSION LOCATIONS



### BRISBANE CENTRE 2 ROOM 3

**BNE  
CTR2**

PROJECTOR

MULTIMEDIA WALL

LECTURE SEATING

NIET Group Brisbane Centre #2 is our second home in Brisbane's CBD, hosting our award-winning Business and IT Faculties. Room 3 includes cutting edge training facilities and dynamic fittings.

[VIEW IN MAP](#)



### BRISBANE CENTRE 2 ROOM 1

**BNE  
CTR2**

PROJECTOR

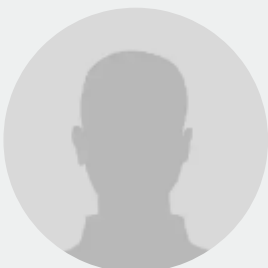
MULTIMEDIA WALL

LECTURE SEATING

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[VIEW IN MAP](#)

## GOLD COAST SOUTHPORT CAMPUS COURSE TRAINERS



Duncan Morgan

## GOLD COAST SOUTHPORT CAMPUS & FACILITIES

### YOUR CAMPUS

Nestled along Queensland's most iconic coastline, our Gold Coast Centre is a study and recreation paradise, just minutes from the surf, gigantic shopping malls & a wealth of attractions.



1 Nerang Street, Southport

### SESSION LOCATIONS



GOLD COAST ROOM 5

GLD  
CST

PROJECTOR

MULTIMEDIA WALL

LECTURE SEATING

NIET Group Gold Coast Centre is our coastal centre of excellence, with light-filled spacious rooms nestled along the vibrant Queensland Coastline.

VIEW IN MAP [→](#)