

This course is designed for candidates looking to advance their career within the business services sector. Obtaining this certificate will help you get ahead of the competition by learning a range of sought after skills and techniques which will help you perform better in everyday business operations. At ACHBM, you will develop in-depth understanding of meetings, presentations, document development, teamwork, workplace technology and WHS.

Entry Requirements

Must be 18 years of age on commencement

Academic Requirements:

Successful completion of Year 12 or equivalent and /or above

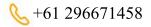
English Language (International Students):

- •IELTS 5.5 or higher with a minimum score of 5.0 in each band OR
- •Equivalent (e.g. EAL/ESL, ISLPR, CSWE etc.) English language test scores; or assessed as equivalent

Course Structure

- 4 Terms 52 weeks (including holidays), 40 contact weeks
- Requires the completion of 10 subject units (1 core plus 9 electives)
- BSBWHS401 Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements (Core)
- BSBADM405 Organise Meetings (Elective)
- BSBCMM401 Make a Presentation (Elective)
- BSBITS411 Maintain and Implement Digital Technology (Elective)
- BSBLED401 Develop Teams and Individuals (Elective)
- BSBITU401 Design and Develop Complex Text Documents
- BSBITU402 Develop and Use Complex Spreadsheets (Elective)
- BSBITU404 Produce Complex Desktop Published Documents (Elective)
- BSBWRT401 Write Complex Documents (Elective)
- BSBWOR404 Develop Work Priorities (Elective)

Contact Us:







www.bic.edu.au

Why Study at ACHBM?

By gaining expert-level practical knowledge, skills and expertise, you will grow as a professional and have a certification to make you more attractive to prospective interviewers. At ACHBM, we offer the tools to get ahead.

Course Pathways

After successful completion of this qualification, you could obtain positions such as:

Supervisor Administrator

Project Assistant

Business Coordinator

Project Officer

Course Fees

Tuition Fee: \$12,500 (\$3,125 per Term) Application fees: \$200 * Non-Refundable

Material Fees: \$100 Per term

2020 Term Dates Intake Dates

Term 1	13th Jan to 22nd Mar	13th Jan, 10th Feb
Term 2	6th Apr to 14th Jun	6th Apr., 10th Feb
Term 3	29th Jun to 6th Sep	29th Jun, 3rd Aug
Term 4	21st Sep to 29th Nov	21st Sep. 26th Oct



Australian College of Hospitality and Business Management