



## COURSE INFORMATION 2016

# CERTIFICATE III BUSINESS ADMINISTRATION

Medical (BSB31115)

### Interested in a career in Medical Administration?

Work in general administration, a specialist medical practice or hospital. First point of contact for patients/visitors, respond to enquiries, arrange appointments, process accounts & other office duties.

### BURLEIGH HEADS

#### DATES:

- COMMENCING MON 12TH SEPT 2016
  - COMMENCING THURS 15TH SEPT 2016
- \$91 (\$7 PER UNIT)\* | 13 WEEKS - 2 DAYS A WEEK**

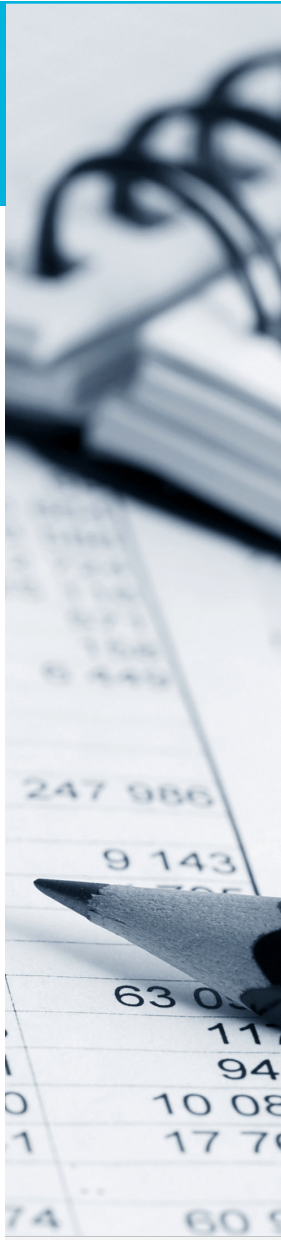
#### LEARNING SUPPORT AVAILABLE

#### ELIGIBILITY

- Australian permanent resident or NZ citizen
  - Queensland resident
  - 15 years old +
  - No Certificate III or higher in any field
- \*Full fee \$2500 for ineligible participants

#### PLEASE NOTE

By doing this qualification you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee Program.  
*This qualification is funded under the VET Investment Plan, a QLD Government Initiative.*



NATIONALLY RECOGNISED  
TRAINING

**\$91\* FOR ELIGIBLE PARTICIPANTS**

[www.acecolleges.edu.au](http://www.acecolleges.edu.au)

# ENROL TODAY

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