



BSB30120

CERTIFICATE III IN BUSINESS



How would getting qualified make you feel?



Certificate III in Business introduces you to the basics of business and provides the training you need to succeed in a variety of business, administration and customer service roles.

COST

Semester 1	\$495
Semester 2	\$495
Traineeship	\$2,995
Duration	12 months



JOB OPPORTUNITIES

- Customer Service Officer
- Administration Assistant
- Data Entry Operator
- General Clerk
- Program Administrator
- Word Processing Officer

This course is designed to be accessible, flexible and to support your individual learning style. It includes a combination of:



Interactive online eLearning



Full trainer support and face-to-face sessions



Practical workplace experience



QUALIFY
EMPLOYMENT & TRAINING



NATIONALLY RECOGNISED
TRAINING



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CORE UNITS

- Apply critical thinking skills in a team environment (BSBCRT311)
- Support personal wellbeing in the workplace (BSBPEF201)
- Use inclusive work practices (BSBTWK301)
- Assist with maintaining workplace safety (BSBWHS311)
- Participate in sustainable work practices (BSBSUS211)
- Engage in workplace communication (BSBXCM301)

ELECTIVE UNITS

- Use business software applications (BSBTEC201)
- Design and produce spreadsheets (BSBTEC302)
- Contribute to continuous improvement (BSBSTR301)
- Maintain financial records (BSBFIN302)
- Purchase goods and services (BSBPUR301)
- Use social media and online tools (SIRXOSM003)
- Assist with customer difficulties (SIRXCEG002)

ENTRY REQUIREMENTS

Students will also need the following to complete this course successfully:

- Access to a computer and the internet
- Basic to intermediate computer literacy
- Complete a language, literacy and numeracy test
- The ability to communicate and follow instructions verbally or written in English
- Obtain a unique student identifier (USI), for more information go to www.usi.gov.au