



BSB30120 CERTIFICATE III IN BUSINESS

FLEXIBLE STUDY WITH FULL SUPPORT FROM OUR FRIENDLY TEAM!

Course Snapshot

The Qualify Certificate III in Business course offers flexible study options while you build your business administration skills and knowledge. This qualification provides a pathway to work in business-based roles including administration, customer service and data processing.

Delivered in a blended format with practical workplace application, our trainer and student support teams are dedicated to enhancing your learning experience and helping you achieve your course goals.

Course Delivery

Designed to be accessible, flexible and to support your individual learning style, learning modes include:

- Interactive online eLearning
- Full trainer support with access to individual sessions
- Live virtual workshops
- Practical workplace application

Course options include:

- Traineeship
- Blended – online with virtual workshops

Duration:

12 Months

REAL INDUSTRY OPPORTUNITIES

Speak with our Qualify Employment Mentors about opportunities in the business industry!

CALL QUALIFY TODAY! 1800 365 599 | WWW.QUALIFYTRAINING.COM.AU

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Supported by
**Government of
South Australia**





CERTIFICATE III IN BUSINESS

Course Units

Core units:

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

Elective units:

- BSBTEC201 Use business software applications
- BSBTEC302 Design and produce spreadsheets
- BSBTEC301 Design and produce business documents
- BSBSTR301 Contribute to continuous improvement
- BSBPUR301 Purchase goods and services
- BSBPEF301 Organise personal work priorities
- SIRXCEG002 Assist with customer difficulties

Entry Requirements

It is a government requirement that students undertaking Nationally Recognised Training in Australia have a unique student identifier (USI). For more information on USI's, go to: www.usi.gov.au

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.

Outcomes

Upon completion of Certificate III in Business students will have a large range of employment opportunities:



- Customer Service Officer
- Administration Assistant



- Data entry operator
- General clerk



- Program administrator
- Word processing officer