



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 employment goals.

Duration:

Enrolment will be valid for up to 12 months

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

Course options include:

- Blended – online with virtual workshops
- Traineeship

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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South Australia**





CERTIFICATE III IN BUSINESS

Course Units

Semester 1:

- BSBPEF201 Support personal wellbeing in the workplace
- BSBTEC302 Design and produce spreadsheets
- BSBTWK301 Use inclusive work practices
- BSBTEC201 Use business software applications
- BSBSUS211 Participate in sustainable work practices
- BSBTEC301 Design and produce business documents

Semester 2:

- BSBSTR301 Contribute to continuous improvement
- SIRXCEG002 Assist with customer difficulties
- BSBPUR301 Purchase goods and services
- BSBXCM301 Engage in workplace communication
- BSBPEF301 Organise personal work priorities
- BSBWHS311 Assist with maintaining workplace safety
- SIRXCEG002 Assist with customer difficulties
- BSBCRT311 Apply critical thinking skills in a team environment

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