

Certificate III in Business - BSB30107

Course Description

This course focuses on providing the skills necessary to be competent in a range of fields. It provides relevant and up-to-date teaching in areas such as workplace safety, team work, customer service and workplace relationships.

Subjects - Select a total of 12 units for this qualification.

<p>Core Units (Must be selected) BSBOHS201A Participate in OHS processes</p> <p>Elective Units (select 11)</p> <p><u>Customer Service</u> BSBCUS301A Deliver and monitor a service to customers</p> <p><u>Diversity</u> BSBDIV301A Work effectively with diversity</p> <p><u>Financial Administration</u> BSBFIA301A Maintain financial records</p> <p><u>General Administration</u> BSBADM311A Maintain business resources</p> <p><u>Information Management</u> BSBINM301A Organise workplace information BSBINM302A Utilise a knowledge management system</p> <p><u>Innovation</u> BSBINN301A Promote innovation in a team environment</p> <p><u>Interpersonal Communication</u> BSBCMM301A Process customer complaints</p>	<p>Elective Units Continued</p> <p><u>IT Use</u> BSBITU302A Create electronic presentations BSBITU303A Design and produce text documents BSBITU304A Produce spreadsheets BSBITU306A Design and produce business documents BSBITU309A Produce desktop published documents</p> <p><u>Product Skills and Advice</u> BSBPRO301A Recommend products and services</p> <p><u>Purchasing and Contracting</u> BSBPUR301B Purchase goods and services</p> <p><u>Sustainability</u> BSBSUS301A Implement and monitor environmentally sustainable work practices</p> <p><u>Workplace Effectiveness</u> BSBWOR301A Organise personal work priorities and development BSBWOR302A Work effectively as an off-site worker</p> <p><u>Writing</u> BSBWRT301A Write simple documents</p>
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Entry Requirements

There are no pre-requisites for this qualification.

Career Opportunities

Customer Service Advisor, Data Entry Operator, Payroll Officer, Word Processing Operator, Administration Assistant, Receptionist

Further Education Opportunities

Participants who have completed their Certificate III in Business can move forward to a Certificate IV in Business.

The Next Step

To enrol in this course or for further information contact Enrich Training on (07) 3162 9500 or email info@enrichtraining.com.au

