

Certificate III in Business - BSB30110

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 - 12 units are required for this qualification.

Core Unit

BSBOHS301B Participate in OHS processes

Elective Units (further electives available upon request)

BSBWOR301B Organise personal work priorities and development
BSBADM311A Maintain business resources
BSBINM301A Organise workplace information
BSBINM302A Utilise a knowledge management system
BSBCUS301B Deliver and monitor a service to customers
BSBMM301B Process customer complaints
BSBPRO301A Recommend products and services
BSBPUR301B Purchase goods and services
BSBWRT301A Write simple documents
BSBITU303A Design and produce text documents
BSBITU304A Produce spreadsheets

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) 3315 6311 or email info@enrichtraining.com.au

