

Certificate III in Business



REGISTER NOW!

**FUNDING
OPTIONS
AVAILABLE***
CONTACT US TO
CHECK YOUR
ELIGIBILITY

Start your career in business with this entry-level course, giving you the practical skills needed to succeed in a range of business related roles.

This qualification reflects the varied roles of individuals across different industry sectors who may apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

The qualification provides a pathway to work in a diverse range of businesses.

TOTAL COURSE UNITS – 13

6 CORE UNITS

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

7 ELECTIVE UNITS

- BSBTEC202** Use digital technologies to communicate in a work environment
- BSBTEC301** Design and produce business documents
- BSBTEC302** Design and produce spreadsheets
- BSBPEF301** Organise personal work priorities
- BSBLDR301** Support effective workplace relationships
- BSBOPS304** Deliver and monitor a service to customers
- BSBOPS305** Process customer complaints

QUALIFICATION

BSB30120

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CAREER OPPORTUNITIES

Office assistant, Receptionist, Personal assistant, General clerk, Data entry operator

ENTRY REQUIREMENTS

- No formal entry requirements
- Students enrolling online must have access to an internet connected computer with webcam and microphone, PDF reader, and Word Processing and Spreadsheet Software

COURSE FEE

\$1800

* You may be eligible for government subsidised training. Contact us for more information and eligibility check.



ACCREDITATION

NATIONALLY
RECOGNISED
QUALIFICATION

COURSE LENGTH

UP TO
12 MONTHS

STUDY OPTIONS

SELF PACED
AT OUR
TRAINING HUB
OR
ONLINE

% EMPLOYED

78%[^]

DATA SOURCE: [^]www.myskills.gov.au 2022

For more information visit www.designerlife.com.au | Call (07) 3333 2055 or email info@designerlife.com.au



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