

Certificate III in Business

BSB30120



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
- BSBXC301** 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

^ As course completion is based on the determination of competency, the total time taken to complete the course will vary based on the student's cohort and their existing skills and knowledge.



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



TRAINING DELIVERY

- Face to Face Classes, Self paced
- OR
- Online with our skilled trainers



COURSE DURATION

- Up to 12 months^



CAREER OPPORTUNITIES

- Office assistant
- Receptionist
- Personal assistant
- Data entry operator



COURSE FEE

\$ 1800

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



PLEASE NOTE: Some courses have entry requirements, additionally not all courses are available at all Designer Life locations. Please speak with our enrolment team or check out our website for more information prior to enrolment.



(07) 3333 2055 www.designerlife.com.au FOLLOW US

EMAIL OUR ENROLMENT TEAM FOR MORE INFORMATION

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