

Certificate III in Business

BSB30115



RTO 40053



Course Overview

This qualification applies to a range of administrative roles across different types of workplaces.

This course will give you the practical skills required to succeed in entry-level business positions.

Skills

You will learn a range of skills including:

- basic computer program use,
- delivering quality customer service,
- managing time,
- organising schedules,
- contributing to a team, and
- producing a wide range of documents.

Career Prospects

People who complete this course are usually eligible for jobs like:

- Accounts Receivable/Payable Clerk
- Receptionist
- Data Entry Operator
- Office Administrator
- Junior Personal Assistant
- Administration Assistant
- Help Desk

For more information please contact us on 08 8405 8500 or email learning@syc.net.au

Cost

\$ 1,500 per participant

All learning materials provided at no extra cost.

Delivery

This flexible course can be completed via face-to-face training, online training and workplace visits. The course usually takes 12 months to complete.



SYC is a not-for-profit employment, training and youth services provider. We have worked for over 60 years to help Australians lead independent lives. As a Registered Training Organisation (RTO) we provide a range of courses aimed at helping you increase your skills and prepare for meaningful employment.



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Units

To receive this qualification you must complete 1 core unit and 11 elective units.

BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBCMM301	Process customer complaints	Elective
BSBDIV301	Work effectively with diversity	Elective
BSBFLM303	Contribute to effective workplace relationships	Elective
BSBFLM312	Contribute to team effectiveness	Elective
BSBINM301	Organise workplace information	Elective
BSBITU304	Produce spreadsheets	Elective
BSBITU306	Design and produce business documents	Elective
BSBITU309	Produce desktop published documents	Elective
BSBWOR301	Organise personal work priorities and development	Elective
BSBWRT301	Write simple documents	Elective

Learn while you earn

This qualification is available as a Traineeship. Employers may be eligible for government incentives and other support to ensure great outcomes

Prerequisites

There are no formal prerequisites for this course. Participants will complete a Language, Literacy and Numeracy (LLN) assessment before starting, to make sure they have the skills to complete this course successfully. The course assumes a basic understanding of computers.

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