

Online Certificate III in Business

BSB30115



RTO 40053



Course Overview

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

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
- producing a wide range of documents

Career Prospects

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

- Receptionist
- Data Entry Operator
- Office Administrator
- Junior Personal Assistant
- Administration Assistant
- Help Desk

Cost

\$960 per participant including GST.

Delivery

This qualification is delivered through an online learning platform, which allows you the flexibility to complete in your own time. You will also have access to email support, phone support and group classes. This course usually takes 12 months to complete.



Enrol Online

Book into a course at www.syc.net.au/RTO

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. SYC delivers the following units as part of this qualification:

BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBADM311	Maintain business resources	Elective
BSBCMM301	Process customer complaints	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBDIV301	Work effectively with diversity	Elective
BSBFLLM312	Contribute to team effectiveness	Elective
BSBITU306	Design and produce business documents	Elective
BSBITU312	Create electronic presentations	Elective
BSBITU313	Design and produce digital text documents	Elective
BSBITU314	Design and produce spreadsheets	Elective
BSBWRT301	Write simple documents	Elective
BSBWOR301	Organise personal work priorities and development	Elective

Entry Requirements

Participants will complete an upfront assessment of need, to make sure they have the skills and support to complete this course successfully.

The course assumes a basic understanding of computers, including emailing, navigating websites, and uploading and downloading documents.

You will also need regular access to a computer with an internet connection, a printer, Microsoft Office, Adobe PDF reader and speakers or a headset.

Eligibility

This qualification is open to anyone seeking to learn new skills and improve career prospects.

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

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