



BSB30115 Certificate III in Business

National ID: BSB30115 | State ID: AVR7

About this course

Make your mark in the corporate world.

The Certificate III in Business has been designed for those wishing to develop their existing office skills and gain a broad range of competencies necessary to fulfill the office roles traditionally found in the North West.

This qualification helps participants further enhance their existing Microsoft Office computer skills and add in finance options using MYOB; as well as other essential skills to improve their business acumen. Successful completion of this course could lead into a Certificate IV in Business, with the option of a dual qualification with Certificate IV in Bookkeeping, and is also a pathway to many other industries.

Ask us about our dual Business and Business Administration qualifications.

This course is available at other campus locations upon request.

Overview

Available all year, 2020

Qualification details



Duration: **1 Year**

 Where: **Available at all campuses**

 When: **Available all year**

 How: **Distance learning**

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

Core

National ID	Unit Title
BSBWHS302	Apply knowledge of WHS legislation in the workplace

Elective

National ID	Unit Title
BSBADM311	Maintain business resources
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFLM306	Provide workplace information and resourcing plans
BSBFLM312	Contribute to team effectiveness
BSBINM301	Organise workplace information
BSBINM302	Utilise a knowledge management system
BSBITU306	Design and produce business documents
BSBITU312	Create electronic presentations

National ID	Unit Title
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets

Study pathway

 [Certificate IV in Business](#)

 [Certificate IV in Business Administration](#)

Job opportunities



[General clerk](#) | [Customer service advisor](#) [Typist](#) | [Data entry officer](#) [Payroll officer](#)

Fees and charges

[Click here to view North Regional TAFE's 2020 indicative fees.](#) These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

Please note, fees are subject to change.