

BSB30120

CERTIFICATE III IN BUSINESS

PROGRAM OVERVIEW

This qualification is designed to reflect the job role of entry level employees working in the business sector performing duties relating to administration, accounts, customer service and other operational roles requiring technology and business skills.

The learner will gain practical “work ready skills” using industry current software (including MS Office Suite, XERO, Canva and Wix). Students will also learn valuable life skills such as completing a tax return through the ATO Online Simulator.

COURSE CONTENT

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
Elective Units	
BSBTEC201	Use business software applications
BSBXCS305	Identify and assess cyber security insider threats and risks
BSBESB302	Develop and present business proposals
BSBOPS405	Organise business meetings
BSBFIN301	Process financial transactions
FNSFLT213	Develop knowledge of debt and consumer credit
FNSFLT216	Develop knowledge of taxation

WHO SHOULD COMPLETE THIS QUALIFICATION?

Upon completion of your Certificate III in Business you will find opportunities in a variety of jobs within the business sector including positions such as accounts clerk, bookkeeper, office administrator or office manager of a small business. This qualification provides a direct pathway and transitions into the Certificate IV in Business or the Cert IV in Financial Services.



Get certified today through Austraining WA

WORK READY LEARNING

Austraining WA is dedicated to providing a high quality education that prepares you for the current workplace environment. This is achieved through Austraining WA's broad range of accredited and non-accredited industry-relevant courses.

Qualify yourself for the job you deserve...

By choosing Austraining (WA) as your education provider, we are confident that you will be 100% satisfied with our commitment to delivering WORK READY LEARNING. Our courses reflect the expectations and practicalities of today's fast changing business environment. All of our trainers have practical experience in the business & financial services industry and fully align with our company's vision of engaging students directly with their learning outcomes and future career pathways. Not only do we prepare our students with the most up to date skills and knowledge, but we also employ the latest software and use a cloud-based learning platform.

Our courses are delivered using;

Face to face learning, online learning or a combination of both – perfectly suited to the individual. Talk to us now so that we can assist you in planning your learning program and start opening up new ways of seeing your future.



Accessible

We work to ensure that our courses are readily accessible to everyone through both face-to-face and online delivery.



Affordable

Our courses are affordable and of great value to our students. Government subsidies may be available to eligible students.



Attainable

We want to bring the best out of you. Austraining WA provides industry specific applications to help prepare you for the workplace.

Contact us now:

+61 892 430 681
www.austrainingwa.com.au
RTO: 52946

WORK READY LEARNING