

CERTIFICATE III IN BUSINESS



PROGRAM OVERVIEW

Certificate III in Business is a nationally recognised qualification that gives you real, practical skills for office, admin, and team-based work. It's built around what employers actually look for when they're hiring, and it's the kind of credential that earns its place on a resume.

You'll get hands-on with the tools real workplaces use, including the Microsoft Office suite and Canva, and learn how to communicate well, work in a team, and handle yourself in a professional environment. By the end you'll have something concrete to put on your resume and the confidence to walk into an office and get on with the job.

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
BSBXCS304	Apply cyber hygiene best practices
BSBESB302	Develop and present business proposals
FNSFLT411	Determine financial requirements of small businesses
BSBTEC302	Design and produce spreadsheets
FNSFLT213	Develop knowledge of debt and consumer credit
FNSFLT216	Develop knowledge of taxation

WHO SHOULD COMPLETE THIS QUALIFICATION?

Cert III is a good fit whether you're heading into your first job, looking to break into office work, or moving across from a different kind of role. It suits people who want a qualification that counts, real skills they can use from day one, and a clear way to get a foot in the door of a business career.