

BSB30115




# Certificate III in Business

This course is subsidised under the 2019-2020 Queensland VET Investment Plan administered by the Department of Employment Small Business and Training (DESBT)\*\*



## Looking to progress your career in Business?

The Certificate III in Business will set you up with the skills and knowledge you need to build on your career in business.

-  **Already working in business?** Advance your existing employment with a formal qualification.
-  **Looking to kick-start a career in business?** With a formal qualification, you can step directly into professional employment.
-  **Want a career change?** Join an industry with a high demand for qualified employees.

Through the course, you will gain an understanding of:

- accounting procedures
- data systems
- business technology
- corporate communication




### Career outcomes

- Accounts Clerk
- Accounts Payable Clerk
- General Clerk
- Junior Personal Assistant
- Office Assistant
- Receptionist
- Word processor

### Course details

Start Date	Enrol today and start your online learning at anytime
Study Mode	Online
Course Duration	Up to 18 months to complete 12 units of online theory
Payment Options	Multiple payment options to suit your budget and lifestyle
Co-contribution Fee	\$490 Concession \$790 Non concession *Subject to eligibility

## Why choose Foundation Education

-  **Flexible Online Study**  
Our courses are delivered online, so you can study whenever and wherever suits you. This also gives you the flexibility to choose your course length - whether that be the full term of your course or completing your study in as little as six months.
-  **Dedicated Student Support**  
Our Support Officers, Assessors and experienced business and management Technical Advisors will support you from enrolment through to graduation.
-  **Industry-relevant Courses**  
Course material is developed in consultation with business and management experts to equip you with the job-ready skills and up-to-date knowledge required to support your career goals.

### Course units

1 Core and 11 Electives

BSBWOR301	Organise personal work priorities and development
BSBADM311	Maintain business resources
BSBWRT301	Write simple documents
BSBCUS301	Deliver and monitor a service to customers
BSBINM301	Organise workplace information
BSBFLLM312	Contribute to team effectiveness
BSBFIA301	Maintain financial records
BSBCMM301	Process customer complaints
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU306	Design and produce business documents
BSBWHS302	Apply knowledge of WHS legislation in the workplace



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