



Course Information

Certificate III in Business

BSB30115

QUALIFICATION STATEMENT

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

EMPLOYMENT PROSPECTS

This qualification provides a pathway to work in various business settings.

POSSIBLE JOB TITLES INCLUDE:

- Junior Office Assistant
- Entry level Administration

ENTRY REQUIREMENTS

Nil. Individuals may enter BSB30115 Certificate III in Business with limited or no vocational experience and without a relevant lower level qualification.

PATHWAYS FROM THE QUALIFICATION

After achieving BSB30115 Certificate III in Business, graduates from this programme can undertake further training in the Certificate IV in Business (Or a range of other Certificate IV courses) through to Diploma Level to achieve a wide range of skills required within the Industry.

STUDY MODE

Full Time (Monday - Wednesday) Face to Face

8:30 am - 4:15 pm

COURSE DURATION

52 weeks





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UNITS OF STUDY

CORE UNIT/S

BSBWHS302 Apply knowledge of WHS legislation in the workplace

ELECTIVES

BBSSUS401 Implement and monitor environmentally sustainable work practices

BSBITU303 Design and produce text documents

BBSITU306 Design and produce business documents

BSBCUS301 Deliver and monitor a service to customers

BSBDIV301 Work effectively with diversity

BSBINN301 Promote innovation in a team environment

BSBIND201 Work effectively in a business environment

BSBITU304 Produce spreadsheets

BSBFLM305 Support operational plan

BSBITU302 Create electronic presentations

FNSACC301 Process financial transactions and extract interim reports

LOCATION

Cairns Business College, 91 -97 Mulgrave Road, Parramatta Park, Qld 4870

COURSE DATES

Course can commence on any Monday during a Term.

Please contact the College for further information.

