

Certificate III in Business (BSB30107)

Who is this course for?

The course is especially designed for those who are interested in a future in Business Administration. Successful completion of this course can lead to futures careers as:

- Customer Service Advisor
- Data Entry Operator
- General Clerk
- Payroll Officer
- Typist
- Word Processing Operator

CORE UNITS

BSBOHS201A Participate in OHS processes

ELECTIVE UNITS

BSBFIA301A Maintain financial records

ITU301A Create and use database

ITU302A Create electronic presentations

ITU303A Design and produce text documents

ITU304A Produce spreadsheets

ITU306A Design and produce business documents

ITU309A Produce desktop published documents

What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires twelve (12) units of competency.



BSBCUS301A

Deliver and monitor a service to customers

BSBADM311A

Maintain business resources

BSBINM301A

Organise workplace information

BSBINM302A

Utilise a knowledge management system

BSBINN301A

Promote innovation in a team environment

BSBDIV301A

Work effectively with diversity

BSBPRO301A

Recommend products and services

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

HB Training is a Registered Training Organisation delivering accredited training in Business, Retail, Financial Services, Information Technology and Training and Assessment.

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