

Certificate III in Business

BSB30115

Learn how to see the bigger picture with a Certificate III in Business. This qualification will build upon your current basic administrative skills and knowledge to give you a more solid understanding of a variety of areas.

Be trained to provide a business with valuable practical advice and to foster teamwork innovation and change. You'll be able to make informed judgements on business resources, determine purchasing requirements and be a proactive, supportive team member.

This course will also provide practical skills in areas of organising and prioritising work tasks, maintaining financial records, as well as how to design and produce business documents and publications.

What You'll Learn

- Work effectively with diversity
- Maintain financial records and organise workplace information
- Design and produce text and business documents including desktop published documents
- Recommend products and services and purchase goods and services
- Implement and monitor environmentally sustainable work practices and apply knowledge of WHS legislation in the workplace

Course Details



Study Mode
Face to Face



Duration
3 Hours per Session, 25 Weeks



Start Date
Week 20/2 or 21/1



Location
Adelaide Campus



Assessments
Quizzes, Activities, Case Study Material



Course Fees
\$1400



SACE Credits
70 SACE Stage 2

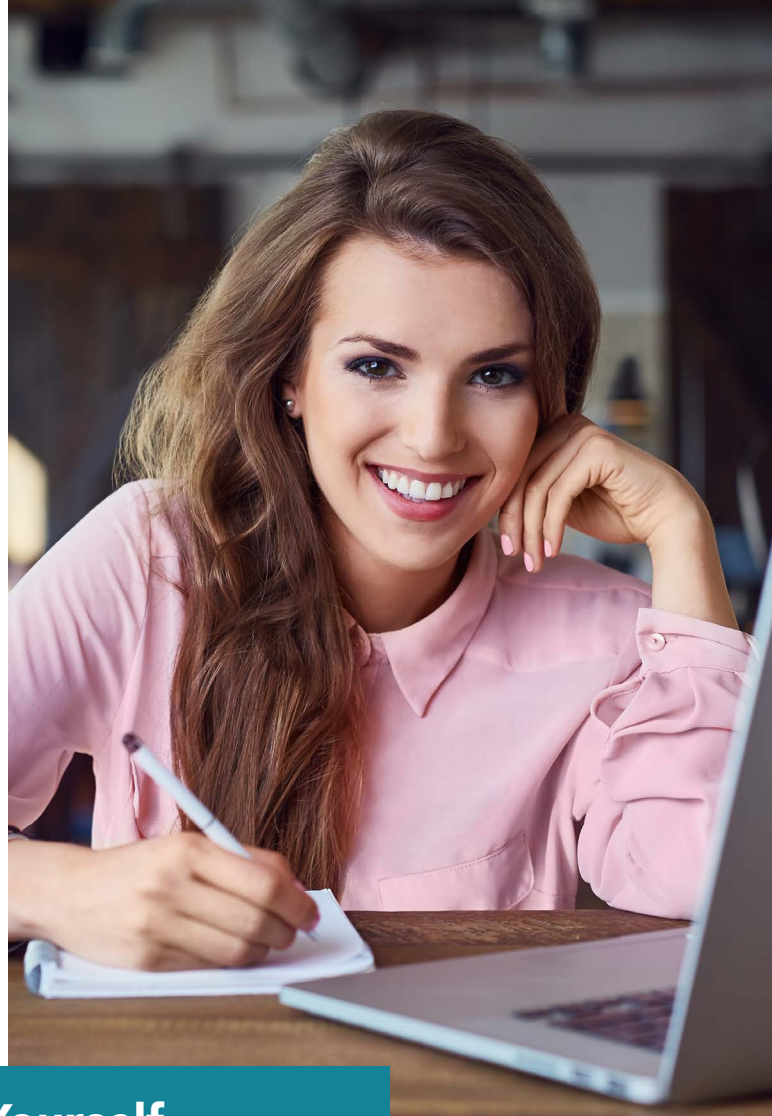
Possible Career Outcomes

- Customer Service Adviser
- General Clerk
- Word Process Operator

Course Unit Outline

BSBWHS302*	Apply knowledge of WHS legislation in the workplace
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBFLM312	Contribute to team effectiveness
BSBPUR301	Purchase goods and services
BSBINM301	Organise workplace information
BSBCUS301	Deliver and monitor a service to customers
BSBITU306	Design and produce business documents
BSBFIA301	Maintain financial records
BSBDIV301	Work effectively with diversity
BSBHRM405	Support the recruitment, selection and induction of staff
BSBSUS401	Implement and monitor environmentally sustainable work practices

* Core Units



At Queensford College, See Yourself...

- Become a competitive student with a Nationally Recognised Qualification
- Study and train under a world-class team that are all qualified educators, experienced professionals, and industry experts
- Focus more on your course and worry less about payment
- Be supported by a dedicated student support team so you will never have to miss an assessment, a lesson, or an activity

Entry Requirements

- Student must be enrolled in a SA high school
- Student must reside in SA
- Student must be enrolled in year level 10 – 12
- Student must be an Australian Citizen, Permanent Resident or hold a Humanitarian Visa

APPLY TODAY FOR MORE INFORMATION

Contact our VETiS Team on **(08) 8410 4605** or email sa@queensford.edu.au for more information on aged care courses.

Queensford College is the trading name of Malekhu Investments Pty Ltd
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All information in this document was correct at the time of publication but is subject to change.
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