

CERTIFICATE III IN **BUSINESS**

BSB30115 | RTO: 41178 | PROVIDER CODE: 03459G | CRICOS COURSE CODE: 089719C

Do you want to learn the skills to work in challenging and exciting office roles? The Certificate III in Business will allow you to gain an understanding of all the business fundamentals required. As a nationally recognised qualification, experienced industry professionals will guide your learning, providing you with both a theoretical and practical base for your development.

LEARNING OUTCOMES

- ✓ Develop essential computer skills - Increase confidence and knowledge in business operations
- ✓ Develop an increased understand of small to large business operations
- ✓ Provide quality customer service
- ✓ The ability to work effectively with co workers

INTAKE DATES

2020: 1 JUN, 6 JUL, 10 AUG, 14 SEP, 19 OCT, 23 NOV

2021: 25 JAN, 2 FEB, 1 MAR, 5 APR, 10 MAY, 14 JUN, 19 JUL, 6 SEP, 11 OCT, 15 NOV

COURSE DURATION

30 WEEKS

CAMPUS LOCATION

NOOSA, PERTH, BRISBANE, BYRON BAY,
SUNSHINE COAST, SYDNEY

PRICE

\$3,000

\$250 Enrolment Fee waived

PAYMENT PLAN

CoE Deposit **\$250**

Week 1 **\$750** → 4 Monthly payments of **\$500**





COURSE CONTENT

Graduates will have the opportunity to increase their skills in organising tasks, managing workplace information, producing business documents, delivering customer service and communicating effectively.

The Certificate III in Business aims to provide participants with the training needed to work within an office environment in a variety of roles such as officer clerks, payroll officers, customer service advisor, typist, etc.

UNITS OF COMPETENCY

- BSBWHS307** Apply knowledge of WHS Laws in the workplace (core)
- BSBCMM301** Process customer complaints
- BSBCUS301** Deliver and monitor a service to customers
- BSBDIV301** Work effectively with diversity
- BSBFIA301** Maintain financial records
- BSBFLM303** Contribute to effective workplace relationships
- BSBFLM312** Contribute to team effectiveness
- BSBITU312** Create electronic presentations
- BSBITU313** Design and produce digital text documents
- BSBITU314** Design and produce spreadsheets
- BSBITU306** Design and produce business documents
- BSBPRO301** Recommend products and services

ENTRY REQUIREMENTS

- ✓ Completion of an Australian Year 10 Certificate or equivalent &
 - ✓ Minimum IELTS overall score of 5.0 with a minimum 5.0 in writing or
 - ✓ Evidence of intermediate English level*
- *LEXIS ONLINE PLACEMENT TEST OR ENGLISH CERTIFICATE

COURSE DELIVERY

- ✓ 2 days a week **face to face**
- ✓ 1 day **consolidated learning**
- ✓ 1 day **independent self study**

SUNSHINE COAST, NOOSA & BYRON BAY

Monday & Tuesday - 2:00pm - 7:00pm

BRISBANE & SYDNEY & PERTH

Monday & Tuesday - 4:30pm - 10:00pm

Holidays: 28 Dec 2020 - 22 Jan 2021 (4 weeks)

Consolidated week: 21 Dec - 25 Dec 2020

*No class provided on Consolidated weeks
(Students who have achieved desirable academic progress/
delivered all unit assessments won't be required to attend)

Length of each unit: 2 weeks

PACKAGED SPECIALS*

- ✓ Lexis English + Training =
English deposit + VET deposit \$250**

*ENROL FEE WAIVED WHEN PACKAGING LEXIS ENGLISH + LEXIS TRAINING

**ENGLISH DEPOSIT 2 WEEKS TUITION

COMBINE YOUR COURSES AND SAVE***

- ✓ **Book 2 courses** and get the 2nd course **10% off**
- ✓ **Book 3 courses** and get the 3rd course **15% off**
- ✓ **Book 4 courses** and get the 4th course **20% off**

***DEDUCTION CALCULATED ON THE FINAL PAYMENT OF FINAL COURSE