



CRICOS # 03528K

RTO # 32303

BSB30115

Certificate III in Business

Learn how to create business documents, interact with others effectively and provide great customer service.



BSB30115

Certificate III in Business

Course structure - 12 units (1 core & 11 elective):

Core Units:

- BSBWHS302 Apply knowledge of WHS legislation in the workplace

Elective Units:

- BSBCUS301 Deliver and monitor a service to customers
- BSBCMM301 Process customer complaints
- BSBFLM303 Contribute to effective workplace relationships
- BSBFLM312 Contribute to team effectiveness
- BSBDIV301 Work effectively with diversity
- BSBADM311 Maintain business resources
- BSBWOR301 Organise personal work priorities and development
- BSBWRT301 Write simple documents
- BSBITU303 Design and produce text documents
- BSBITU304 Produce spreadsheets
- BSBADM307 Organise schedules
- BSBINM202 Handle mail
- BSBITU202 Create and use spreadsheets
- BSBITU302 Create electronic presentations
- BSBITU306 Design and produce business documents
- BSBITU307 Develop keyboarding speed and accuracy
- BSBFIA302 Process payroll
- BSBFIA303 Process accounts payable and receivable
- SITXINV001 Receive and store stock (RETAIL & HOSPITALITY)
- SIRXPDK001 Advise on products and services (RETAIL & HOSPITALITY)
- SITXFIN001 Process financial transactions (RETAIL & HOSPITALITY)
- SITXFSA002 Participate in safe food handling practices (HOSPITALITY)
- SITXFSA001 Use hygienic practices for food safety (HOSPITALITY)



Course duration - up to 8 weeks
Delivery: RPL, Face to face, Online

Cost:

Fee for Service: \$3000

Students who are eligible for the QLD Certificate 3 Guarantee Program:

Non Concessional - \$10

Full Concessional - \$5

Who is Eligible:

- Australian / NZ citizen permanent residency with pathway to citizenship
- QLD Resident
- 15yrs+
- Must not have completed or currently be enrolled into a Certificate III or above Qualification

Entry requirements:

- Australian year 10, or equivalent

WANT TO KNOW MORE?

Visit our website www.seroinstitute.com.au or call us at +61 1800 206 010 for more information about available courses.