



Business



Certificate III in Business BSB30107

Take the first step into the business world with a Certificate III in Business. More than ever, you need to show that you have the essential business skills and knowledge to pursue the career you want.

Our course in Certificate III in Business can lead to great job opportunities in the business world.

Job opportunities

Customer service officer, retail sales, receptionist, personal assistant, administration officer or work towards operating your own business!



Features

- Offered as blended delivery with an online component and fortnightly teacher workshops
- Flexibility – Program duration may be negotiated with the school.
- Successful completion of units can be used to gain credit into a Diploma of Business at Brisbane North Institute of TAFE
- \$15 material fee per unit



Term 1, 2010

BSBITU201A	Produce simple word processed documents
BSBITU303A	Design and produce text documents

Term 2, 2010

BSBDIV301A	Work effectively with diversity
BSBITU302A	Create electronic presentations

Term 3, 2010

BSBWOR301A	Organise personal work priorities and development
BSBFLM311C	Support a workplace learning environment

Term 1, 2011

BSBOHS201A	Participate in OHS processes
BSBSUS301A	Implement and monitor environmentally sustainable work practices

Term 2, 2011

BSBITU304A	Produce spreadsheets
BSBINN301A	Promote innovation in a team environment

Term 3, 2011

BSBCUS301A	Deliver and monitor a service to customers
BSBSMB301A	Investigate micro business opportunities