



BSB30115 Certificate III in Business

Overview:

Participants will gain the skills and knowledge in computing, communication, customer service and administration. This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team. Job titles relevant to this course may include:

- Customer service advisor
- General clerk
- Payroll officer
- Typist / Word processing operator / Data entry operator
- Human Resources clerk

Pre-requisites:

There are no pre-requisite units required to enrol into this course under the training package, however participants must have basic computer skills and access to a reliable computer with internet and e-mail access.

Licence & Regulatory Requirements:

Not applicable

Units of Competency:

On successful completion participants will be issued with a qualification certificate with the following units:

Core Units:

BSBWHS302 Apply knowledge of WHS legislation in the workplace

Elective Units:

BSBADM311 Maintain business resources

BSBDIV301 Work effectively with diversity

BSBFIA301 Maintain financial records

BSBINM301 Organise workplace information

BSBITU313 Design and produce digital text documents

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBPRO301 Recommend products and services

BSBPUR301 Purchase goods and services

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWOR301 Organise personal work priorities and development

Delivery method:

Option 1: Online / self-paced with 12 months to complete. This course could be completed with 15 – 20 hours of study per unit, depending on the individual learner and their personal circumstances and other commitments.

Option 2: Classroom (group bookings only)

Fees and charges:

Fees include all assessments.

Option 1: \$599

Option 2: Group bookings only- please contact us for pricing

Recognition of prior learning: \$1000

Concessional \$12* Non-Concessional \$36* *must be eligible to receive funding under the [QLD Certificate 3 Guarantee Program](#)

More information:

Please head to our website <http://www.atiaustralia.edu.au> to view our learner handbook, which outlines all terms and conditions.

If you require any further information, please do not hesitate to contact us on 1300 738 850 or via e-mail: admin@atiaustralia.edu.au or visit our head office at Shop 7, 51 Brighton Rd, Sandgate QLD 4017.