The world in which we live in is dominated by businesses both big and small. There is a strong argument that in the future, everyone will need to have had a business education as whatever you do in your professional life, the chances are that it will involve some form of business. From customer service and occupational health and safety, to a number of specialty areas including administration, finance, marketing and management, modern businesses are not just about boring paper jobs! Use this Certificate III in Business to gain knowledge about the engine that drives the world, and then take your skills off the page and put them towards an exciting career.

EMPLOYMENT OPPORTUNITIES
- Customer Service Adviser
- Receptionist
- Data Entry Operator
- Payroll Officer

COURSE REQUIREMENTS
To achieve a Certificate III in Business 12 units must be completed.

UNITS:
- Apply knowledge of WHS legislation in the workplace
- Deliver and monitor a service to customers
- Design and produce business documents
- Maintain business resources
- Organise personal work priorities and development
- Organise schedules
- Organise workplace information
- Process customer complaints
- Recommend products and services
- Use business technology
- Work effectively with diversity
- Write simple documents

Aurora Training Institute is contracted by the Queensland Government to deliver the Certificate 3 Guarantee - a new investment model for the delivery of training to Queensland participants, which will provide a Government Subsidy toward the training cost to eligible participants.