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 including 1 core units and 11 elective units.

CORE UNITS:

Apply knowledge of WHS legislation in the workplace BSBWHS302

ELECTIVE UNITS:

Contribute to effective workplace relationships BSBFLM303
Contribute to team effectiveness BSBFLM312
Create electronic presentations BSBITU302
Deliver and monitor a service to customers BSBCUS301
Design and produce business documents BSBITU306
Design and produce text documents BSBITU303
Maintain business resources BSBADM311
Maintain financial records BSBFIA301
Organise personal work priorities and development BSBWOR301
Organise workplace information BSBINM301
Process customer complaints BSBCCM301
Produce spreadsheets BSBITU304
Recommend products and services BSBPRO301
Work effectively with diversity BSBDIV301
Write simple documents BSBWRT301

AUSTRALIAN APPRENTICESHIPS AND TRAINEESHIPS

Certificate III in Business is available in a number of Australian states as an apprenticeship or traineeship pathway for new and existing employees.

PAYMENT SCHEDULE

A range of funding programs may be applicable. Please contact Aurora Training Institute for further information.

ENTRY REQUIREMENTS

There are no prerequisites for entry into this course however it is desired that candidates have completed Australian Year 10 (or equivalent). Please contact Aurora Training Institute for further information.