

adept training



BSB30115

## CERTIFICATE III IN BUSINESS

### INTRODUCTION

Welcome to Certificate III in Business. Are you interested in learning the skills required to enter the business sector or to take the next step in your career? Certificate III in Business prepares you to work in varied industries where administrative and organisational skills are required.

### KEY LEARNING AREAS

Experience a supportive learning environment where topics covered will be:

- Work health and safety
- Communication
- Team work
- Organisational skills
- Document management
- Electronic presentations

### CAREER OPPORTUNITIES

- Office Assistant
- Personal Assistant
- Customer Service Agent
- Administrative Assistant

### DURATION & STRUCTURE

This course is delivered face to face classroom based. There are two training options:

- 1 day per week for 8 weeks plus at home study.  
OR
- 6 weekend blocks every alternate month for 10 months.
- 12 months to complete your studies

### COST \$1995

- Pay as you go (payment plans)
- Discounts for current/past students

### CONTACT US

(p) 1300 366 044

(w) [www.adepttraining.com.au](http://www.adepttraining.com.au)

83 Marion Street

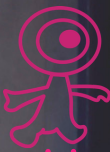
HARRIS PARK NSW 2150

RTO NUMBER 90991

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## CERTIFICATE III IN BUSINESS

### ENTRY REQUIREMENTS

You are required to have a good understanding of written, verbal and spoken English. You will be asked to undertake our Language, Literacy and Numeracy Assessment (LLN). Students are required to bring a tablet or laptop to class with Microsoft Office.

### UNITS OF COMPETENCY

There are 12 units in Certificate III in Business - 1 core unit and 11 elective units.

### CORE UNIT

- BSBWHS302 Apply knowledge of WHS legislation in the workplace

### ELECTIVE UNITS

- BSBCMM201 Communicate in the workplace
- BSBCUS301 Deliver and monitor a service to customers
- BSBDIV301 Work effectively with diversity
- BSBFLM303 Contribute to effective workplace relationships
- BSBFLM312 Contribute to team effectiveness
- BSBINM301 Organise workplace information
- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents
- BSBITU306 Design and produce business documents
- BSBITU307 Develop keyboarding speed and accuracy
- BSBITU309 Produce desktop published documents



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