



Certificate III in Business

State ID: AVR7

About this course

An introduction to Business that could take you anywhere

If you want the essential skills needed to work in an **office environment** and exposure to general business practices, then this qualification will help you on your way.

Study this course and you'll gain skills and knowledge needed to work in various roles in an office in **any industry**. You'll become familiar with **trading with other businesses**, **customer service**, creating business and text documents **using business software**, and business processes.

Keen to get started? We offer this course on campus and **online**.

Gain these skills

- Knowledge of workplace health and safety legislation and how it applies to the workplace
- Organise workplace information and schedules, and prioritise work tasks
- Design and produce business and digital text documents, and spreadsheets

Is this course right for me?

I have the following attributes:

- A desire to assist people in their work duties
- Would like to develop existing verbal and written communication skills
- Keen to develop planning and organisational skills
- Able to relate to people from a range of cultures

Details

Semester 2, 2019

Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 2, 2019**



How: **On campus**

Units

Core

National ID	Unit Title
BSBWHS302	Apply knowledge of WHS legislation in the workplace

Elective

National ID	Unit Title
BSBADM307	Organise schedules
BSBCUS301	Deliver and monitor a service to customers
BSBINM301	Organise workplace information
BSBITU213	Use digital technologies to communicate remotely
BSBITU306	Design and produce business documents
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBPRO301	Recommend products and services
BSBPUR301	Purchase goods and services
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents

Entrance requirements

School Leaver

Non-School Leaver

AQF

OLNA or NAPLAN 9 Band 8

C Grades in Year 10 English and Maths or
equivalent

Certificate I or Certificate II

Further study

Job opportunities



[Keyboard Operator](#) | [Word Processing Officer](#) | [Data Entry Operator](#)

Other job titles may include:

- Office Admin | Office Assistant
- Customer Service Advisor | Customer Service Officer

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2.5 days per week

Please note part-time study classes are run during the day only.

Fees and charges

View our [Indicative Fees list](#)

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be

given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

Please note, fees are subject to change.