



BSB30120 Certificate III in Business

The Certificate III in Business qualification provides skills and knowledge needed to start a career in the business world. You will become competent in a wide range of general information and communications including critical thinking.

Within the qualification you will learn how to design and produce spreadsheets, write simple documents, organise schedules as well as being able to engage in workplace communications and work as a team member.

Individuals who work in these fields apply broad sets of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people and clients in a variety of work contexts.

The program reflects both existing practice and emerging trends in business, providing you with readily transferable professional skills.

BSB33120 Certificate III in Business

BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
BSBTEC201	Use business software applications
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBSTR301	Contribute to continuous improvement
BSBXDB301	Respond to the service needs of customers and clients with disability
SIRXPDK001	Advise on products and services
BSBINS302	Organise workplace information



Ideal for career minded Yr 12 School Leavers looking to get ahead of the pack.

Blended Delivery

Online classroom, self-directed projects and workshops

NSW Smart & Skilled fees will apply for eligible students for this qualification.

This qualification is also available as a Traineeship

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This training is subsidised by the NSW Government