

# Certificate III in Business

BSB30120

## GAIN THE BUSINESS SKILLS YOU NEED TO START YOUR CAREER IN BUSINESS

The Certificate III in Business will ensure that you develop the key business skills needed to thrive in any workplace across a wide range of industries. Our course materials are written by industry experts and cover critical subject areas such as effective communication, workplace safety, sustainability, teamwork, using various business systems and office applications.

## Stand Out in the World of Business

With the help from our experienced Student Advisers, you will be able to learn new skills and gain the practical knowledge you need to succeed in any office and business role.

## Subject Choices

- Effective Workplace Communication
- Effective Team and Work Practices
- Maintain Workplace Safety and Wellbeing
- Mid Course Survey
- Contribute to Sustainable Work Practices
- Use Business Systems
- Practical Word Processing
- Practical Spreadsheets
- Write Business Letters

## Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate III in Business](#) page.