

BSB30115 Certificate III in Business



If you love working as part of a team then a career in office administration might be the right choice. This qualification will provide you with a range of skills required for employment in general business administration in an office.

This course can be delivered via our blended option and electives may be flexible to suit individual requirements.

Units of Competency

- BSBWHS302 Apply knowledge of WHS legislation in the workplace
- BSBCMM301 Process customer complaints
- BSBDIV301 Work effectively with diversity
- BSBPUR301 Purchase goods and services
- BSBCUS301 Deliver and monitor a service to customers
- BSBWOR301 Organise personal work priorities and development
- BSBCMM301 Process customer complaints
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- BSBITU303 Design and produce text documents
- BSBITU304 Produce spreadsheets
- BSBWRT301 Write simple documents
- BSBFLM312 Contribute to team effectiveness



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