



# Certificate III in Business

National ID: BSB30115 | State ID:AVR7

## **Do you want the skills for a flexible career that could take you anywhere?**

When you complete the Certificate III in Business you'll have skills that employers are looking for, making you ideal for roles in data entry, customer service, accounts or as an office clerk.

You will gain skills and knowledge in basic MYOB, workplace organisation, customer service, workplace health and safety, desktop publishing, spreadsheets, creating electronic presentations and much more.

## Your qualification prepares you for roles such as:

Completion of this qualification provides you with the opportunity to become a Keyboard Operator, Word Processing Officer or Data Entry Operator.

Further Study Option(s)

Certificate IV in Business

Certificate IV in Business Administration

Diploma of Business

[Apply now](#)



## Course Overview



| Location | Duration     | Competitive | Selection criteria    |
|----------|--------------|-------------|-----------------------|
| Albany   | One semester | No          | No selection criteria |
| Narrogin | One semester | No          | No selection criteria |