



BSB30120 Certificate III in Business

National ID: BSB30120 | State ID: BFS5

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.

Gain these skills:

- 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:

Receptionist | Administration officer | Office Assistant | Office support [Apply now](#)



Course Overview



Location	Duration	Competitive	Selection criteria
Joondalup (Kendrew Crescent)	One semester	No	No selection criteria
Midland	One semester	No	No selection criteria
Perth	One semester	No	No selection criteria



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Armadale	One semester	No	No selection criteria
Bentley	One semester	No	No selection criteria
Mandurah	One semester	No	No selection criteria
Murdoch	One semester	No	No selection criteria
Rockingham	One semester	No	No selection criteria
Thornlie	One semester	No	No selection criteria