



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 arm
- 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 | Accounts Clerk |

Further Study Option(s)

Certificate IV in Business

Diploma of Business

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Course Overview



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



Location	Duration	Competitive	Selection criteria
Armadale	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Bunbury	One semester	No	No selection criteria
Collie	One semester	No	No selection criteria
Esperance	One semester	No	No selection criteria
Harvey	One semester	No	No selection criteria
Katanning	One semester	No	No selection criteria
Manjimup	One semester	No	No selection criteria