



# BSB30115 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:**

Successful completion of this qualification provides you with the opportunity to become customer service advisor, data entry operator, general clerk, payroll officer, typist or a word processing operator.

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
Geraldton	One semester	No	No selection criteria



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



Location	Duration	Competitive	Selection criteria
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



Location	Duration	Competitive	Selection criteria
Albany	One semester	No	No selection criteria
Esperance	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Katanning	One semester	No	No selection criteria
Narrogin	One semester	No	No selection criteria

Please contact the college to receive an indicative price for this course.

## VET Student Loans

VET Student Loans is the new program that replaces the current VET FEE HELP scheme.

Eligible students will be entitled to apply for a VET Student Loan. Comprehensive information on VET Student Loans can be found on the Australian Government website [education.gov.au/vet-student-loans](http://education.gov.au/vet-student-loans)

## International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time.

For information on international student fees and application, please follow this link to the TAFE International WA website [www.tafeinternational.wa.edu.au](http://www.tafeinternational.wa.edu.au)