



Strategix

BSB30120 —CERTIFICATE III IN BUSINESS



Study Mode

Online

Duration

52
Weeks

Career Opportunities

- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Administration Assistant
- Office Administrator

More Info



OVERVIEW

The Strategix Certificate III in Business is an informative and practical course with topics relevant to the current environment; including customer service, communication and IT, document design, organising meetings and travel, managing business resources and more.

Our trainers are industry professionals and will help you learn the skills and gain knowledge that will prepare you for a job in Office Administration. Through the Strategix Certificate III in Business you will be better equipped for a position as a Personal Assistant, Administration Clerk, Receptionist, Office Administrator and a range of other jobs. With the qualifications you gain through Strategix, you will have the edge to get the job you want.

Career Start

The Queensland Government are currently offering eligible Queenslanders access to government subsidised training through Career Start funding.

To access this funding, a person must:

- be an Australian citizen or permanent resident living in QLD;
- be aged 15 years or older and not in school;
- not have completed another certificate III or higher-level qualification within the last 10 years.

not currently be enrolled in another qualification

*More eligibility criteria may apply

SUBJECTS

- BSBWRT311 Write simple documents
- BSBTEC301 Design and produce business documents
- BSBTEC303 Create electronic presentations
- BSBTEC302 Design and produce spreadsheets
- BSBTEC201 Use business software applications
- BSBPEF301 Organise personal work priorities
- BSBPEF201 Support personal wellbeing in the workplace
- BSBOPS303 Organise schedules
- BSBSUS211 Participate in sustainable work practices
- BSBWHS311 Assist with maintaining workplace safety
- BSBTWK301 Use inclusive work practices
- BSBCRT311 Apply critical thinking skills in a team environment
- BSBXCM301 Engage in workplace communication

Cost with Funding*

\$20

*Career Start eligible participants

Concessional
(\$1.54 per Unit)

\$50

Non-Concessional
(\$3.84 per Unit)

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Strategix Training Group Pty Ltd

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