



Train them...Don't blame them!



BSB30115

Certificate III in Business (Release 4)

This course may be funded by the Queensland Government, please contact Work Skills for further information.

WORK SKILLS

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See below an example of a BSB30115 Certificate III in Business program as offered by Work Skills.

CORE UNITS - MANDATORY

BSBWHS302 Apply knowledge of WHS legislation in the workplace

ELECTIVE UNITS

BSBCUS301 Deliver and monitor a service to customer

BSBWOR301 Organise personal work priorities and development

BSBADM311 Maintain business resources

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWRT301 Write simple documents

BSBITU314 Design and produce spreadsheets

BSBITU306 Design and produce business documents

BSBITU313 Design and produce digital text documents

BSBITU312 Create electronic presentations

BSBINN301 Promote innovation in a team environment

BSBINM301 Organise workplace information