



BSB30115

## Certificate III in Business

Develop the practical skills and expertise you need for the workplace and get qualified for work in a wide range of roles and industries.

### Course Content:

- » Schedule, prioritise and organise daily work activities
- » Organise and manage workplace records and resources
- » Computer skills and Microsoft Office programs
- » Create a range of workplace documents, spreadsheets and electronic presentations
- » Work effectively with a diverse range of people
- » Customer service skills and complaints handling
- » Teamwork skills and how to contribute to workplace innovation

**Dates:** 12th November 2018 – 8th March 2019

**Time:** 9am – 3:30pm, Monday – Thursday

**Location:** 823 Wellington Street, West Perth  
(easily accessible via public transport)

**Cost:** Government subsidies and payment plans are available to eligible students.

- Capped fees: \$420\*
- Concession card holders: \$543.90\*
- Non-Concession card holders: \$1,805.60\*

\*Conditions apply. Please contact us for more information.

**WEST  
PERTH  
LOCATION**

**Next course:  
12th November, 2018**

### Career pathways:

- Administration Assistant
- Receptionist
- Office Assistant
- Junior Personal Assistant
- Accounts Clerk

### Why study with Centacare?

- Includes 3 weeks' work experience and potential reference for your résumé
- Language, literacy and numeracy support
- Résumé writing workshop
- Free counselling and support
- Student mentoring program



NATIONALLY RECOGNISED  
TRAINING



**APPLY NOW**

 (08) 9482 7000

 [training@centacarewa.com.au](mailto:training@centacarewa.com.au)

 [www.centacarewa.com.au/ourcourses](http://www.centacarewa.com.au/ourcourses)

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\*The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.