



CRICOS: **092952A**



SERO | **Business**

BSB30115

Certificate III in Business

Career Pathways

Receptionist ✓	Administration role ✓	Typist ✓
Word processing operator ✓	Data entry operator ✓	Customer service advisor ✓

Learn how to create business documents, interact with others effectively and provide great customer service.

Take the first steps in making your dream a reality. Chat to Sero Institute today about their Certificate III in Business and find out how you can join their growing list of successful students.

Study Pathways

- Diploma of Business ✓
- Bachelor of Business (University) ✓

- 📞 1800 206 010
- ✉ info@sero.edu.au
- 📧 seroinstitute
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- 📍 seroinstitute

SERO is with you every step of the way.



SERO Institute PTY Ltd RTO # 32303 CRICOS # 03528K

BSB30115

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Certificate III in Business

Course structure: 1 Core / 11 Elective Units | **Duration:** 30 Weeks

- ✓ **BSBWHS302** Apply knowledge of WHS legislation in the workplace
- ✓ **BSBWHS201** Contribute to health and safety of self and others
- ✓ **BSBWRT301** Write simple documents
- ✓ **BSBWOR301** Organise personal work priorities and development
- ✓ **BSBADM307** Organise schedules
- ✓ **BSBITU304** Produce spreadsheets
- ✓ **BSBCUS301** Deliver and monitor a service to customers
- ✓ **BSBCMM301** Process customer complaints
- ✓ **BSBDIV301** Work effectively with diversity
- ✓ **BSBFLM303** Contribute to effective workplace relationships
- ✓ **BSBFLM312** Contribute to team effectiveness
- ✓ **BSBITU302** Create electronic presentations

Entry Requirements:

1. Age 16+
2. IELTS (General) 4.5 or equivalent English proficiency
3. Completed Year 10 high school, or equivalent

- 📍 **Main Campus** 6-8 Scarborough St, Southport QLD 4215
- 📍 **Queen Street Campus** 3-4/115 Queen St, Brisbane QLD 4000
- 📍 **North Quay Campus** 205 North Quay, Brisbane QLD 4000
- 📍 **Mount Gravatt Campus** Level 2, Nexus Centre, 96 Mount Gravatt Capalaba Road, Upper Mount Gravatt QLD 4122
- 📍 **Perth Campus** 28 Eighth Avenue, Maylands WA 6051

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