



## ★ BSB30107 Certificate III in Business ★

### Overview

The BSB30107 Certificate III in Business program is for people who want to acquire knowledge and skills to be successful in a range of business areas. With elective selection options, this program is flexible to suit individual and organisational needs.

### Units

The BSB30107 Certificate III in Business comprises 12 units of study.

1 core unit:

- BSBOHS201A Participate in OHS processes

Plus, select 11 elective units:

- BSBCUS301A Deliver and monitor a service to customers
- BSBDIV301A Work effectively with diversity
- BSBFIA301A Maintain financial records
- BSBADM311A Maintain business resources
- BSBINM301A Organise workplace information
- BSBINM302A Utilise a knowledge management system
- BSBINN301A Promote innovation in a team environment
- BSBCMM301A Process customer complaints
- BSBITU301A Create and use databases
- BSBITU302A Create electronic presentations
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBITU305A Conduct online transactions
- BSBITU306A Design and produce business documents
- BSBITU309A Produce desktop published documents
- BSBPRO301A Recommend products and services
- BSBPUR301B Purchase goods and services
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBWOR301A Organise personal work priorities and development
- BSBWRT301A Write simple documents

### Delivery

This program is available online offering candidates a flexible, practical and convenient solution to their learning and development needs. Students are guided and assisted through the program with continuous trainer access, progress monitoring and support meetings, either face to face or via telephone.

### Award

Following successful completion of the 12 units of competency, students will receive the BSB30107 Certificate III in Business qualification. The issuing RTO is Performance Edge Systems Pty Ltd (RTO Number: 90068).

### Information and Bookings

Please phone Plum Results on 02 6495 2656 or email [admin@plumresults.com.au](mailto:admin@plumresults.com.au) to request more information, check current fee structure or to make a booking.