PAN African Strategic Studies Initiative
Certificate III in Business

CBS300

PANAfricanSSI's Certificate III in Business equips you with numerous business administrative and support skills across a broad range of industries.

PANAfricanSSI's friendly team will provide you support throughout this course in developing skills and knowledge needed to improve your ability to effectively work in today's business environments.

Outcome

Should the student successfully complete only one or more of the units of competency, but not all required units of competency to achieve the qualification, the student will be issued with a certificate of attendance at the time of completion or withdrawal. Where a student completes the full course and successfully completes all units of competency a certificate of completion shall be issued upon completion.

Course duration

The full course requires approximately 940 hours to complete. It includes two semesters of theory and enrolment is valid for up to 12 months.

Delivery Mode

This program is to be delivered through an approach of online delivery and assessment. Students will gain access to the relevant learning content through the online portal after enrolment and will be provided a secure log-in to access their learning content. This learning platform is password protected.

Entry Requirements

- Regular access to a computer, tablet or smartphone to undertake learning and assessment activities (some aspects may require use of a computer for full functionality)
- Regular access to the internet and to an email account Complete language, literacy and numeracy requirements
- The ability and willingness to complete an online course
- The ability to communicate directly with PANAfricanSSI
- Access to a Google Drive account

Units of Competency

Semester 1

The following accredited units are covered in this course:

- CBSWOR301 - Organise personal work priorities
- CBSFLM312 - Contribute to team effectiveness
- CBSDIV301 - Work effectively with diversity
- CBSWHS302 - Apply knowledge of WHS legislation in the workplace
- CBSINM301 - Organise workplace information
- CBSADM311 - Maintain business resources

Semester 2

The following accredited units are covered in this course:

- CBSWOR204 - Use business technology
- CBSCUS301 - Deliver and monitor a service to customers
- CBSCMM301 - Process customer complaints
- CBSITU304 - Produce spreadsheets
- CBSITU306 - Design and produce business documents
- CBSPUR301 - Purchase goods and services

Need more information?
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