



PRE COURSE INFORMATION CERTIFICATE III IN BUSINESS

Participants must want to gain employment or return to the workforce

NAME OF FUNDING: PROGRAM	SKILLING QUEENSLANDERS FOR WORK PRODUCTIVITY PLACES
ELIGIBILITY:	LONG TERM UNEMPLOYED / PARENT / AGED OVER 45 YRS 18 – 24 YRS
TYPE OF COURSE:	BSB30107 CERTIFICATE III IN BUSINESS QUALIFICATION
DATES:	CONTACT JOBTRAIN FOR UPCOMING COURSE DATES
DAYS IN ATTENDANCE:	WEDNESDAY, THURSDAY AND FRIDAY
TIMES:	9.00AM – 3.00PM
SUBJECTS:	WORKPLACE SAFETY, TIME MANAGEMENT, CUSTOMER SERVICE, FILING, TEAM WORK, ACCOUNTS PAYABLE/RECEIVABLE, PAYROLL, KEYBOARDING, MICROSOFT WORD AND EXCEL
DRESS STANDARDS:	OFFICE ATTIRE – DRESS AS IF YOU ARE GOING TO WORK OR AN INTERVIEW
WHAT TO BRING:	USB MEMORY STICK, MORNING AND AFTERNOON TEA, LUNCH, CARDIGAN/JACKET