

4.

Development of Useful Skills

The business services industry is one of the largest and most transferrable industries that exist.

Certificate III in Business Services is a fantastic subject that allows students to develop a range of practical industry specific and relevant skills.

These skills will be of benefit in a broad range of industries. A Certificate III in Business Services is an excellent entry level qualification for a range of jobs.

Taught by a fully qualified high school teacher who also has current experience in running a business.



5.

Career Opportunities

Administration in many different employment sectors:

- Finance
- Retail
- Real Estate
- Mining
- Construction
- Beauty
- Hairdressing
- Education.

This could lead to further opportunities in your chosen field.



Business Services

YEAR 11 & YEAR 12 COURSES



COFFS HARBOUR
SENIOR COLLEGE

1.

Why do Business Services?

You will receive the nationally recognised qualification Certificate III in Business Services.

- Practical hands-on subject
- Real world application
- Gain vital industry experience
- Includes work placement
- Remain eligible for an ATAR
- Work Placement



2.

Course Description (structure/delivery)

Mandatory:

- Apply critical thinking in a team environment
- Use business software applications
- Support personal wellbeing in the workplace
- Assist with maintaining workplace safety
- Participate in sustainable work practices
- Organise personal work priorities
- Use inclusive work practices
- Engage in workplace communication.

3.

Electives:

Electives are varied and depend on the RTO but could include:

- Use digital technology to communicate in the work environment
- Work effectively in business environments
- Design and produce business work documents
- Create electronic presentations
- Organise workplace information.

