BSB30120
Certificate III Business

Behind every great business is a well organised office administrator. If you have a flair for organisation and are a great communicator, a career in business administration could be a great choice for you. Opportunities in business administration exist in almost every industry, from corporate to not-for-profit organisations, as well as in small and medium sized businesses.

Who is the course for? ⌄

This course is designed to give participants office and computer skills needed to work in a professional business environment. Students develop the specialist skills necessary when working in an office environment, specialisation with customer engagement.

Course Overview ⌄

- ✓ Online learning resources available 24/7
- ✓ Monthly electronic contact with a trainer i.e. zoom, phone, email
- ✓ Monthly trainer support class via zoom
- ✓ Quarterly face to face workplace visits (2-4 hrs)
- ✓ Dedicated trainer with 1-1 support (if required)
- ✓ Group catch up sessions via zoom every 6 months
- ✓ Assessments consists of a combination:
  - ✓ Multiple choice quizzes
  - ✓ Short answer assessments
  - ✓ Case studies
  - ✓ Observation practical assessments
  - ✓ Workplace projects
- ✓ Delivered over 12 months

Course Outline ⌄

The BSB30120 Certificate III Business includes training and assessment in the following units of competence:

Code	Title	Unit Type
BSBCRT311	Apply critical thinking skills in a team environment	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBTWK301	Use inclusive work practices	Core
BSBWHS311	Assist with maintaining workplace safety	Core
BSBXCM301	Engage in workplace communication	Core
BSBWRT311	Write simple documents	Elective
BSBTEC202	Use technologies to communicate in a work environment	Elective
BSBPEF301	Organise personal work priorities	Elective
SIRXCEG005	Maintain business to business relationships	Elective
BSBTEC201	Use business software applications	Elective
BSBXCS302	Identify and report online security threats	Elective
BSBXCS303	Securely manage personally identifiable information and workplace information	Elective

Outcomes ⌄

This course will equip you with the required skills to work in the administration area of any business, such as administrative officer, receptionist, accounts payable and/or accounts receivable officer.

NATIONALLY RECOGNISED TRAINING

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