



BSB30120 CERTIFICATE III IN BUSINESS (ADMINISTRATION)

Boost your career in business and learn the skills and knowledge you need to prepare you for jobs across a diverse range of industries.

Duration: 6-12 Months

Method: Online | Blended | RPL

Payment: Upfront, Pay Per Unit

Funding: Certificate 3 Guarantee, User Choice

What Can I Expect?

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment, and relevant theoretical knowledge. They may provide technical advice and support to a team.



ADMINISTRATION
ASSISTANT



MEDICAL
ADMINISTRATOR



RECEPTIONIST



DATA
ADMINISTRATOR



PAYROLL
OFFICER



PERSONAL
ASSISTANT



Industry Experts



Live Webinars



Nationally Recognised



Blended Learning



Pathways to University



Rolling Enrolments

Core Units

BSBPEF201	Support personal wellbeing in the workplace
BSBCRT311	Apply critical thinking skills in a team environment
BSBTWK301	Use inclusive work practices
BSBSUS211	Participate in sustainable work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication

Elective Units

BSBTEC201	Use business software applications
BSBFIN301	Process financial transactions
BSBFIN302	Maintain financial records
BSBOPS301	Maintain business resources
BSBOPS303	Organise schedules
BSBOPS304	Deliver and monitor a service to customers
BSBWRT311	Write simple documents

QUALIFICATION STRUCTURE

Packaging Rules

Total Number of Units: 13
6 Core Units Plus
7 Elective Units

Entry Requirements

Not Applicable.

Workplace Practical Requirements

Not Applicable.



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V22.1

Visit our website collegeaustralia.edu.au or call us on 07 3255 0506 for more information and current pricing.

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