



BSB30120 CERTIFICATE III IN BUSINESS

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?

Are you looking to enter the business world with an eye on future possibilities? Whether you are looking to kickstart your business career or develop your knowledge, this qualification will help you build your practical skills and is designed to help you progress your career, opening opportunities for new roles.

You will learn and consolidate skills for your chosen career and transfer your practical skills and fundamental operational knowledge to real outcomes.



ADMINISTRATION
ASSISTANT



MEDICAL
ADMINISTRATOR



RECEPTIONIST



PERSONAL
ASSISTANT



DATA
ADMINISTRATOR



PAYROLL
OFFICER



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
BSBWRT311	Write simple documents
BSBPEF301	Organise personal work priorities
BSBOPS304	Deliver and monitor a service to customers
BSBOPS301	Maintain business resources
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets

QUALIFICATION STRUCTURE

Packaging Rules

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

Entry Requirements

Not Applicable.



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