

Learn for Life

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



Payment: Upfront, Pay

Per Unit



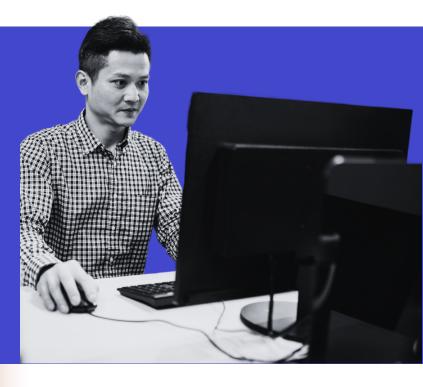
Method:

Online, RPL



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.

Career Pathway Potential





Receptionist



Data Administrator



Administration Assistant

Qualification Structure

Total Number of Units: 13



6 Core Units



7 Elective units







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 application

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



Workplace Requirement

Not applicable

Entry Requirements:

Not applicable



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