



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



Method:
Online, 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.

Career Pathway Potential



Personal Assistant



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