

Learn for Life

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



Payment: Upfront, Pay Per Unit

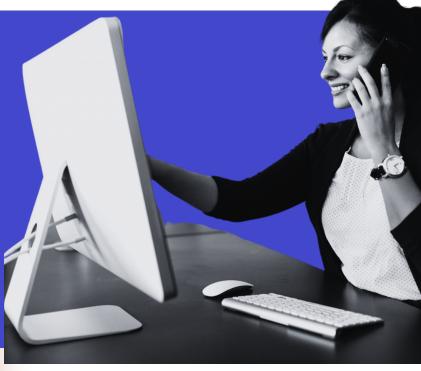
Method:

Online, RPL



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.

Career Pathway Potential



Personal Assistant



Receptionist



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

BSBWRT311

Write simple documents

BSBPEF301

Organise personal work priorities

BSBOPS304

Deliver and monitor a service to customers

BSBOPS301

Maintain business resources

BBSBTEC301

Design and produce business documents

BSBTEC302

Design and produce spreadsheets



Workplace Requirement

Not applicable

Entry Requirements:

Not applicable



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