

# BSB30120 Certificate III in Business (Administration)

The nationally recognised **BSB30120 Certificate III in Business (Administration)** will give you a great introduction to the business world, arming you with the skills and knowledge to excel at supporting a team’s objective.

Administrative assistants are the foundation of a business, handling many moving parts and challenging situations at once. You’ll learn how to contribute to the health and safety of others, how to create and use spreadsheets and design business documents, organise schedules and prepare presentations, and how to deliver effective customer service, to maintain a smoothly run business.

## Learning Pathway

We have put together an awesome learning pathway to prepare you for a successful career in business administration. Together with creative and easy to use worksheets, you’ll be immersed into a variety of simulated environments and navigate through activities designed to get you practicing on-the-job performance and behaviour.

Units are grouped into logical batches to ensure you get the most out of the course.

<b>Semester 1</b>	<b>Develop effective personal work practices</b>	
	BSBPEF201 Support personal wellbeing in the workplace	BSBPEF301 Organise personal work priorities
	<b>Establish effective business practices</b>	
	BSBSUS211 Participate in sustainable work practices	BSBTWK301 Use inclusive work practices
<b>Semester 2</b>	<b>Engage with workplace teams</b>	
	BSBXCM301 Engage in workplace communication	BSBCRT311 Apply critical thinking skills in a team environment
	<b>Create workplace documents</b>	
	BSBWRT311 Write simple documents	BSBTEC302 Design and produce spreadsheets
<b>Semester 2</b>	<b>Provide administrative services</b>	
	BSBOPS303 Organise schedules	BSBINS202 Handle receipt and dispatch of information
	BSBOPS301 Maintain business resources	BSBPUR301 Purchase goods and services



## Delivery

- 100% online customised learning experience.
- Our short, well-structured lessons are beautifully and visually presented, making them easy to follow and understand. They include useful job aids and videos that help explain concepts.
- All course resources are designed for you to access on the go. That means if you're out and about, Deliver on the train or bus, at the park or beach, you can access course materials on your tablet or smartphone.
- But that's not all! To give you a competitive edge, you'll have access to job-readiness short courses which will build and enhance the skills necessary to work in a variety of roles.

## Duration

- Enrolment valid for 12 months.

## Equipment and resources

You'll need access to the following equipment to complete this course:

- Computer with internet access
- Device with in-built camera, for example a smartphone
- Software packages, such as Microsoft Word, Excel, PowerPoint (or similar)
- Adobe Acrobat Reader

## Getting started

Speak with your Employment Consultant for assistance with your enrolment.

## Why study with us?

- Engaging and immersive learning experience.
- Dedicated and passionate student mentor team.
- Our fully integrated learning management system helps you keep track of where you're at and enables us to identify if you need additional support.

## Outcome

The successful achievement of this Qualification requires you to complete all units and assessments. Assessments include written responses, scenarios and role plays. A Certificate of Competency will be issued once all completed units and assessments have been marked and have met all assessment requirements.

Employees in nearly every industry need strong administrative skills. Some roles this course will prepare you for include:

- Office Administrator
- Executive Assistant
- Receptionist
- Data Entry Operator
- Project Administrator

