

BSB30120 Certificate III in Business

The nationally recognised **BSB30120 Certificate III in Business** will give you a great introduction to the business world.

Business support roles rely on strategic planning and task prioritisation to get the job done.

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 work effectively with your colleagues and managers to achieve a smoothly run office environment.

Learning Pathway

We have put together an awesome learning pathway to prepare you for a successful career in business. 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.

Semester 1	Develop effective personal work practices		
	BSBPEF201 Support personal wellbeing in the workplace	BSBPEF301 Organise personal work priorities	
	Establish effective business practices		
	BSBSUS211 Participate in sustainable work practices	BSBTWK301 Use inclusive work practices	
	BSBWHS311 Assist with maintaining workplace safety	BSBSTR401 Promote innovation in team environments	
Semester 2	Engage with workplace teams		
	BSBTEC202 Use digital technologies to communicate in a work environment	BSBCRT311 Apply critical thinking skills in a team environment	
	BSBXCM301 Engage in workplace communication	BSBCRT412 Articulate, present and debate ideas	
	Create workplace documents		
	BSBWRT311 Write simple documents	BSBTEC302 Design and produce spreadsheets	BSBTEC303 Create electronic presentations



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, 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 business foundation skills. Some roles this course will prepare you for include:

- Clerical Officer
- Customer Service Officer
- Data Entry Operator
- Office Manager
- Project Administrator

