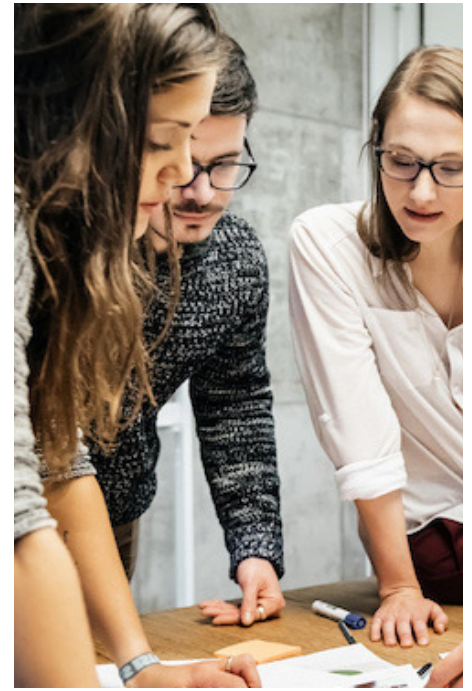




BSB30120 Certificate III in Business



Are you considering a career in the Business industry?

Course Duration

6 - 12 months depending on the study mode selected.

Mode of Delivery

You can choose to complete your qualification online, structure classroom sessions, virtual or blended delivery.

Possible Job Roles:

- Office Administration
- Clerical
- Operational roles
- Customer service
- Receptionist

Entry Requirements

There are no entry requirements for the qualification, however, you must have:

- A USI (Unique Student Identifier) number
- A valid and current email address
- A completed LLN assessment (Language, Literacy & Numeracy test)
- Have access to a reliable PC, laptop or tablet computer
- Access to a reliable internet connection and word processing software such as Microsoft Office suite

Course Description

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.

Learning Outcomes

This course teaches basic skills and knowledge to work in different administration roles, learning how to give effective customer service, communicate in a business environment and what procedures and processes to follow in the workplace. You'll also develop the skills to produce business documents like reports, presentations, and other computer-based documents.

For further details and/or information such as eligibility for discounts and subsidised course fees, support, Recognition of Prior Learning (RPL) and more, please contact us at (02) 9223 1868 to receive support.

This course is comprised of 6 core and 7 elective units which must be completed to meet the Training Package requirements.

Core Units

BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal well-being in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engages in workplace communication

Elective Units

BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC301	Design and produce business documents
BSBTEC303	Create electronic presentations
BSBPEF301	Organise personal work priorities
BSBXTW301	Work in a team
BSBOPS303	Organise schedules

Certification/Completion

Students who successfully complete all 13 units of competency will be issued with BSB30120 Certificate III in Business. Students who successfully complete some units of competency will be issued with a Statement of Attainment for the unit(s) in which they have been deemed competent. Successful completion of this course may gain you recognition towards Certificate IV in Business.

Enrol Today!

(02) 9223 1868

www.brighten.edu.au

contact@brighten.edu.au

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