

BSB30120

CERTIFICATE III IN BUSINESS

Study With Axial Training To Get The Skills and Succeed



The BSB30120 Certificate III in Business qualification is aimed towards individuals who may apply a range of skills and knowledge in a varied workplace setting.

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.

Study Mode	Online with support
Duration of Course	Up to 12 Months
Total Units	13 [6 Core & 7 Elective]



Entry Requirements



Minimum Age

You will need to be at least 16 years old. If you are under 18 your enrolment form will need to be signed by a parent or guardian.



Requirements

You will need to have access to a Lap Top or Desk Top Computer with working speakers or headphones and a suitable, reliable internet connection.



Career Outcomes

- Data Entry Operator
- General Clerk
- Human Resources Clerk
- Receptionist



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Pathways To Further Study

Certificate IV in Business

Diploma of Business

Diploma of Leadership and Management

Course Units

Core:

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

Elective:

- BSBTEC201 Use business software applications
- BSBTEC302 Design and produce spreadsheets
- BSBPEF301 Organise personal work priorities
- BSBOPS305 Process customer complaints
- BSBOPS304 Deliver and monitor a service to customers
- BSBTEC303 Create electronic presentations
- BSBTEC202 Use digital technologies to communicate in a work environment

connect with us for more



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