BSB30120

CERTIFICATE III IN BUSINESS

PROGRAM OVERVIEW

This qualification reflects the role of individuals who complete routine administrative and operational tasks in a business environment. It focuses on building practical skills that can be used across a range of office-based roles.

Students work with tools used in real workplaces, including the Microsoft Office suite, and programs like Canva. They build confidence using digital systems and learn how to work effectively in a team. The course also supports the development of clear communication and good organisation in a workplace setting.

COURSE CONTENT

Core Units	
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 Units	
BSBTEC201	Use business software applications
BSBXCS304	Apply cyber hygiene best practices
BSBESB302	Develop and present business proposals
FNSFLT411	Determine financial requirements of small businesses
BSBTEC302	Design and produce spreadsheets
FNSFLT213	Develop knowledge of debt and consumer credit
FNSFLT216	Develop knowledge of taxation

WHO SHOULD COMPLETE THIS QUALIFICATION?

This qualification is suited to individuals who are starting out and want to build practical skills for the workplace. It is appropriate for those looking to develop confidence in a business environment and gain experience with common office tasks and systems. It also suits students who are exploring different areas of business and considering future study or entry-level roles.

AWA AUSTRAINING

NATIONALLY RECOGNISED TRAINING