

Certificate III in Business

BSB30120 Certificate III in Business		
Core Elective	Unit Code	UOC Title
C	BSBCRT311	Apply critical thinking skills in a team environment
C	BSBPEF201	Support personal wellbeing in the workplace
C	BSBCUS211	Participate in sustainable work practices
C	BSBTWK301	Use inclusive work practices
C	BSBWHS311	Assist with maintaining workplace safety
C	BSBXC301	Engage in workplace communication
E	BSBTEC201	Use business software applications
E	BSBTEC202	Use digital technologies to communicate in a work environment
E	BSBTEC302	Design and produce spreadsheets
E	BSBTEC303	Create electronic presentations
E	BSBPEF301	Organise personal work priorities
E	BSBOPS304	Deliver and monitor a service to customers
E	BSBOPS201	Work effectively in business environments

BSB30120 CERTIFICATE III IN BUSINESS

Course Length	1 year
Pre-requisites	Nil
Participants	Year 11 or Year 12 students (Certificate II in Workplace Skills completion is an advantage)
Cost	\$130.00 (cost is approximate – subject to change)

This qualification provides students with the skills and knowledge work in a variety of contexts including those where selecting and adapting previous knowledge and skills is extended. Some leadership in problem solving might also feature.

Working in a business context the qualification includes:

- Produce word processed documents
- Produce spreadsheets
- Electronic presentations
- Desktop publications
- Workplace health and safety and equipment management.

RTO partnership TBA for 2023.