



FEB25
RTOID#: 20855

BSB30120 CERTIFICATE III IN **BUSINESS (ADMINISTRATION)**

(RELEASE 2)



If you work as a business support person, this is the ideal course to bring you up to speed with the latest business and computing skills. It will help you become more efficient in your day-to-day operations and improve your confidence in dealing with business regulations. It is equally useful if you are already working in an office, but need an update with your business technology, writing, communication or computerised accounting skills.

DELIVERY

Online through our custom learning management system. Students will be actively supported and mentored through your studies and can access our training hub for further support.

DURATION

Flexible study options with enrolments being valid for up to 12 months.

EMPLOYMENT

Career Pathways within this industry include:

- Accounts Clerk
- General Clerk
- Office Assistant
- Jnr. Personal Assistant
- Receptionist

UNITS OF COMPETENCY

Our program is structured with the following units of competency:

SEMESTER ONE

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

SEMESTER TWO

BSBTEC201 Use business software applications
BSBTEC202 Use digital technologies to communicate in a work environment
BSBPEF301 Organise personal work priorities
BSBOPS303 Organise schedules
BSBINS202 Handle receipt and dispatch of information
BSBPUR301 Purchase goods and services
BSBOPS301 Maintain business resources

ENTRY REQUIREMENTS

It is a government requirement that all students completing this course have a unique student identifier (USI). To commence this course students should register for a USI via www.usi.gov.au

Students will also require:

- Access to a computer, tablet or smartphone
- Personal email address
- Access to reliable internet connection
- Basic digital literacy skills
- Meet language, literacy and numeracy requirements
- PDF reader (for example Adobe Acrobat)
- Access to the MS Office suite (or equivalent)
- Motivation and capability to study course material and complete assessment activities

GETTING STARTED

Give us a call on 1300 471 660, email us on admin@keyinstitute.com.au or visit our website keyinstitute.com.au today.