![ACCM logo] **Australian College** of Commerce & Management

RTO ID: 1441

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1300 515 321

Certificate III in Business (Business Administration)

BSB30120

An administration career takes a focused approach with a deep understanding of core business practices

Foundation **Skills**

- Effective workplace communication
- Managing personal work priorities
- Workplace health and safety
- Critical thinking in the workplace

the **ACCM** difference

ACCM College's online program reflects over 25 years of meeting our employers' needs.

- **No extra fees!** All services included in the enrolment fee.
- **Maximum flexibility** - No set study times or off-site training, set weekly training commitments around your daily operations.
- **Suitable for full time or part time employees.**
- **All materials online** - designed to suit a wide range of learning styles. Available 24/7 via computer, tablet or mobile phone.
- **Proactive Student Advisers** - helping to drive progress.
- **Coaching and ongoing support** is part of our service.
- **Real time progress visibility** - check your staff's progress, timetable and results 24/7 via our online Employer Dashboard.

Specialty **Skills**

- Using digital technology to communicate
- Organising workplace schedules
- Word processing and spreadsheets
- Processing organisational mail
- Maintaining business resources

To see enrolment fees for your region, please click or scan the QR code

www.accm.edu.au

courses@accm.edu.au

CERTIFICATE III IN BUSINESS (BUSINESS ADMINISTRATION)

BSB30120

COURSE DESCRIPTION:

The BSB30120 Certificate III in Business (Business Administration) is a specialist course designed for entry level administrative staff looking to increase and broaden their administration skills.

SUBJECT	UNIT	CODE	DURATION (weeks)
Effective Workplace Communication	• Engage in workplace communication	BSBXCM301	7
	• Use digital technologies to communicate in a work environment	BSBTEC202	
	• Use inclusive work practices	BSBTWK301	
Maintain Workplace Safety and Wellbeing	• Assist with maintaining workplace safety	BSBWHS311	5
	• Support personal wellbeing in the workplace	BSBPEF201	
Contribute to Sustainable Work Practices	• Participate in sustainable work practices	BSBSUS211	5
	• Apply critical thinking skills in a team environment	BSBCRT311	
Organise Personal Work Priorities	• Organise personal work priorities	BSBPEF301	3
Purchasing Business Resources	• Purchase goods and services	BSBPUR301	5
	• Maintain business resources	BSBOPS301	
Workplace Mail	• Handle receipt and dispatch of information	BSBINS202	4
Organise Schedules	• Organise schedules	BSBOPS303	4
Use Business Systems	• Collect and record data	BSBDAT201	5
	• Record stakeholder interactions	BSBOPS306	
Practical Word Processing	• Design and produce business documents	BSBTEC301	5
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	4

If you would like to discuss additional electives, please contact us.