



**Australian  
College**  
of Commerce & Management  
RTO ID: 1441

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**1300 515 321**

# Certificate III in Business

## BSB30120

*Give your staff a strong foundation in the business skills critical to launching a career in your dynamic industry*

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.

[www.accm.edu.au](http://www.accm.edu.au)

## Foundation Skills

- Effective workplace communication
- Workplace safety and sustainability
- Inclusive practices and relationships
- Critical thinking in the workplace

## Specialty Skills

- Manage priorities and personal wellbeing
- Using digital technology to communicate
- Writing professional business letters
- Collect and record business information
- Word processing and spreadsheets



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

[courses@accm.edu.au](mailto:courses@accm.edu.au)

# CERTIFICATE III IN BUSINESS

BSB30120

## COURSE DESCRIPTION:

This entry level business qualification will ensure that your staff develop the key business skills needed to thrive in any workplace across a wide range of industries. Our materials cover critical areas such as effective communication, safety, sustainability, teamwork and customer service.

SUBJECT	UNIT	CODE	DURATION (weeks)
Effective Workplace Communication	• Engage in workplace communication	BSBXC301	7
	• Use digital technologies to communicate in a work environment	BSBTEC202	
	• Use inclusive work practices	BSBTWK301	
Effective Team and Work Practices	• Organise personal work priorities	BSBPEF301	7
	• Develop self-awareness	BSBPEF302	
	• Work effectively in business environments	BSBOPS201	
	• Support effective workplace relationships	BSBLDR301	
Maintain Workplace Safety and Wellbeing	• Assist with maintaining workplace safety	BSBWHS311	6
	• 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	
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
Write Business Letters	• Write simple documents	BSBWRT311	7

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