

QUALIFICATION OUTLINE

BSB30120 Certificate III in Business (Administration)

This qualification reflects the role of individuals in a variety of Business Administration job roles, where individuals carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. The job roles that relate to this qualification may include Administrative Assistant.

13 UNITS

- ▶ 6 core units
- ▶ 7 electives

Core units (6 compulsory units to be completed)

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
BSBWH311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication

Elective units (7 elective units to be completed)

BSBTEC303	☐ Create electronic presentations (Group A)
BSBTEC202	☐ Use digital technologies to communicate in a work environment (Group A)
BSBPEF301	☐ Organise personal work priorities (Group B)
BSBFIN301	☐ Process financial transactions (Group E)
BSBFIN302	☐ Maintain financial records (Group E)
BSBOPS301	☐ Maintain business resources (Group E)
BSBOPS303	☐ Organise schedules (Group E)

Learner name: _____ Signature: _____

Supervisor name: _____ Signature: _____

Witness name: _____

Date: ____/____/____