



**Australian
College**
of Commerce & Management

Certificate III in Business (Business Administration)

BSB30120

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



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **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** - it is part of our service.



Call ACCM today

1300 515 321

Foundation Skills

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

Specialty Skills

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

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE III IN BUSINESS (BUSINESS ADMINISTRATION)

FNS30322

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.

FEES - BSB30120 CERTIFICATE III IN BUSINESS (BUSINESS ADMINISTRATION)

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$2800	\$2800
Australian Capital Territory	\$350	\$350	\$2800
South Australia	\$2800	\$2800	\$2800
Tasmania	\$821	\$821	\$2800
QLD, WA, NT, VIC	\$2800	\$2800	\$2800

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Supported by
**Government of
South Australia**

Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING