



Certificate III in

# Business

BSB30120 / 105450A



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# BSB30120 - Certificate III in Business

Duration: 30 Weeks

## Qualification Overview

The BSB30120 Certificate III in Business course is for people who want to develop the knowledge and skills needed to effectively operate in a wide range of business contexts.

This comprehensive and practical course focuses on a cross section of business operations such as working as a team, self-management, effective communication, customer service standards, administration tasks, basic computer skills and workplace health and safety.

## Course Structure

The course is delivered over 2 days per week and is made up of the following 13 units:

- BSBTEC202** - Use digital technologies to communicate in a work environment
- BSBWHS311** - Assist with maintaining workplace safety
- BSBCRT311** - Apply critical thinking skills in a team environment
- BSBPEF201** - Support personal wellbeing in the workplace
- BSBTEC303** - Create electronic presentations
- BSBMKG433** - Undertake marketing activities
- BSBPEF301** - Organise personal work priorities
- BSBFIN302** - Maintain financial records
- BSBOPS305** - Process customer complaints
- BSBPEF402** - Develop personal work priorities
- BSBSUS211** - Participate in sustainable work practices
- BSBXCM301** - Engage in workplace communication
- BSBTWK301** - Use inclusive work practices