

Certificate III in Business (Administration)

BSB30120



Designer Life

EMPLOYMENT • TRAINING • CAREERS



Are you interested in a business administration career? This course can help you build the fundamental skills needed to succeed.

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team. The qualification will provide you with a range of skills required for employment in general business operations.

TOTAL COURSE UNITS – 13

6 CORE UNITS

- 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
- BSBWHS311** Assist with maintaining workplace safety
- BSBXCM301** Engage in workplace communication

7 ELECTIVE UNITS

- BSBTEC301** Design and produce business documents
- BSBTEC302** Design and produce spreadsheets
- BSBPEF301** Organise personal work priorities
- BSBINS202** Handle receipt and dispatch of information
- BSBOPS301** Maintain business resources
- BSBOPS303** Organise schedules
- BSBPUR301** Purchase goods and services

^ As course completion is based on the determination of competency, the total time taken to complete the course will vary based on the student's cohort and their existing skills and knowledge.



ENTRY REQUIREMENTS

- No formal entry requirements
- Students enrolling online must have access to an internet connected computer with webcam and microphone, PDF reader, and word processing and spreadsheet software



TRAINING DELIVERY

- Face to Face Classes, Self paced
- OR
- Online with our skilled trainers



COURSE DURATION

- Up to 12 months ^



CAREER OPPORTUNITIES

- Office administration assistant
- Receptionist
- Data entry operator
- Administration officer



COURSE FEE

\$ 1800

* You may be eligible for government subsidised training. Contact us for more information and eligibility check.

**FUNDING
OPTIONS
AVAILABLE***
CONTACT US TO
CHECK YOUR
ELIGIBILITY



PLEASE NOTE: Some courses have entry requirements, additionally not all courses are available at all Designer Life locations. Please speak with our enrolment team or check out our website for more information prior to enrolment.

**REGISTER
NOW!**



(07) 3333 2055



www.designerlife.com.au

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EMAIL OUR ENROLMENT TEAM FOR MORE INFORMATION

enrol@designerlife.com.au

