



AUSTRALIAN
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RTO #6854



BSB30120

Certificate III in Business

Course Overview:

BSB30120 - Certificate III in Business is a nationally recognised qualification that covers a wide range of topics related to the business environment. The course is designed to provide participants with a comprehensive understanding of the fundamental principles of business, including communication, teamwork, customer service, critical thinking, sustainable work practices and workplace health and safety.

Entry requirements:

- ▶ There are no entry requirements for this qualification. You can enrol today.
- ▶ This course is offered as a Traineeship and Smart and Skilled Funded Program. Enquire today to check the eligibility requirements.

Learning outcomes:

The course is designed to help you develop a range of skills and knowledge that are essential for success in the business world. Some of the key learning outcomes of the course include:

- ▶ Developing effective communication skills
- ▶ Building strong teamwork and collaboration skills
- ▶ Understanding the importance of customer service and developing the ability to provide outstanding customer service
- ▶ Developing the ability to use technology to enhance business operations
- ▶ Learning to use popular business software, including Microsoft Office suite and Microsoft Teams
- ▶ Understanding the legal and ethical requirements of the workplace
- ▶ Developing effective time management and organisational skills
- ▶ Understanding how to effectively organising personal work priorities
- ▶ Developing critical thinking and problem-solving skills

Course outcomes:

Upon successful completion of the course, you will receive a nationally recognised qualification that will help you advance your career in the business world. The course will provide you with the skills and knowledge necessary to succeed in a wide range of business roles, including administrative assistant, customer service representative, receptionist and general clerk.



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138 300 | 1800 180 480

e: info@astc.edu.au
w: www.astc.edu.au



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Course Details:

The BSB30120 - Certificate III in Business is a comprehensive course that covers a range of topics related to the business environment. The course is divided into a series of units, including both core and elective units. The course is designed to be flexible, allowing you to choose electives that align with your career goals or organisational needs.

Total Number of Units = 13 | 6 Core units plus | 7 elective units | Course Duration: 12 months

The course is designed to be completed in 12 months, with the flexibility to complete it at your own pace. The duration of the course may vary depending on your individual circumstances and the mode of delivery.

Delivery modes:

We offer a range of delivery modes to suit your individual needs, including online, face-to-face, and blended learning. Our online learning platform provides you with the flexibility to complete the course at your own pace, while our face-to-face and blended learning options provide you with the opportunity to interact with your peers and gain valuable practical experience.

Assessments:

Participants undertaking this course must complete various assessment types for each accredited unit as part of their competency evaluation and evidence-gathering strategy. Assessments can include activities, knowledge tests, workplace-related projects, workplace observations, role plays and supervisor sign-offs

Your experience counts:

At ASTC, we recognise your previous study and work experience. You can apply for recognition of prior learning or a credit transfer with any of our courses. If you are successful, you will be able to get your qualification faster.

Pathways:

Upon completing the BSB30120 - Certificate III in Business, you may continue your education and undertake further studies by enrolling in a higher-level course, such as Certificate IV in Business or Leadership and Management. These courses will provide you with the advanced skills and knowledge necessary to take on more senior roles in the business world.



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