



BSB30120 – Certificate III in Business

Course Overview (Domestic Students)

TMG College Australia's (TMG) BSB30120 Certificate III in Business program has been designed to allow students the ability to gain real work experience whilst furthering their working knowledge and skills of the Business Administration Industry.

Students will be introduced to the following main learning areas within this qualification:

- ✓ How to correctly perform administration tasks and communicate effectively
- ✓ How to correctly use business software applications and systems
- ✓ How to correctly design business documents
- ✓ How to correctly interact service to clients and process customer complaints
- ✓ How to correctly maintain a health and safety environment

All of which we have you ready for multiple areas of employment possibilities within Business Administration sector.

*Thinking of a Career Change and want to make a difference?
Why not choose a career in Business Administration Today!*

Entry Requirements

This program has an entry requirement of year 10 Reading, Writing and Comprehension level and/or (ACSF Level 2) + basic computer skills for formative assessment activities and assessment submissions.

Course Duration

This course is delivered over 8 to 26 Weeks depending on enrolment type.

Course Date

We have multiple intakes yearly, so call or email us today to help get you started.

Delivery Mode

This course is delivered within a blended delivery mode, consisting of face-to-face classroom sessions + structured online learning + 20 hours simulated or live work-placement.

Licensing

This course does not have a direct licence outcome.

Course Packaging

To achieve this qualification, you are required to successfully complete 13 units of competency, 6 Core + 7 Electives.

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

Elective Units

- BSBTEC301 Design and produce business documents
- BSBDAT201 Collect and record data
- BSBPEF301 Organise personal work priorities
- SIRXMKT001 Support marketing and promotional activities
- BSBOPS304 Deliver and monitor a service to customers
- BSBOPS305 Process customer complaints
- SIRXPK001 Advise on products and services

Note: Elective units may vary depending on the student individual requirements.

We Specialise in Industry-based Qualifications,
So Contact Us Today for Your FREE Consultation.

Your Assessment

To achieve this qualification, you (the student) are required to complete the following Assessment Tasks:

Knowledge based questions/activities:

- True/False questions
- Match the correct answer/s
- Multiple Choice questions
- Open and Closed questions
- Research projects

Skill based activities:

- Scenario based roleplays
- Real and/or Simulated Workplace Activities
- Workplace (Industry) Logbook

Work Placement

To help properly prepare you for a real working environment, TMG College Australia has created a simulated work environment.

If you are current working, you may be able to do your work-placement within your own workplace.

Speak to our friendly staff today and find out how we can have you work ready today!

Career Opportunities

Occupational positions may include:

Customer Service Advisor | Data Entry Operator | Administration officer

Course Investment (Fees)

\$3,250 (Inclusive of Non-Tuition fees)

Your course investment (fee) includes a Non-Refundable enrolment fee of **\$350**, plus all materials/resources required for your course's completion. *Payment options are available, speak to our friendly staff today!*

Education Pathway

After successful completion of this qualification, students are eligible to enter into Certificate IV Business.

Australian Certification

On successful completion of this program, you will be issued with an Australian Nationally Recognised Qualification and a Statement of Results. If you are unable to successfully complete the full qualification, you will be issued with a Statement of Attainment (SOA) for the unit/s successfully completed.

