

## BSB30120 Certificate III in Business - Student subject selection information

RTO Details	<p>Blueprint Career Development RTO # 30978 1300 851 550 <a href="http://www.blueprintcd.com.au">www.blueprintcd.com.au</a></p>
Qualification	BSB30120 Certificate III in Business
Course Cost	\$300
Course length	18 months
Pre-requisites	There are no pre-requisites for this qualification.
Reason to study Business Administration	<p>Business is an area of study that provides students with a range of technical and interpersonal skills in a varied work context within the Business Industry.</p> <p><b>QCE points: Successful completion of the Certificate III in Business contributes towards 8 QCE points</b></p> <p><b>ATAR Eligible</b></p>
Career pathways and further studies	<p>Career Pathways include office administration, Personal Assistant, Accounts Receivable, Account Payable, Data Entry Operator. Further study could occur in Certificate IV in Business (BSB40120), Certificate IV in Human Resources (BSB40420), Advanced Diploma of Business (BSB60120) or a Bachelor of Business.</p>
Course Outline	<p>BSB30120 Certificate III in Business: 13 units must be completed. (6 core units and 7 elective units) <a href="https://training.gov.au/Training/Details/BSB30120">https://training.gov.au/Training/Details/BSB30120</a></p> <p><b>Core Units</b></p> <p>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</p>

**Plus 7 electives:**

BSBTEC201 Use business software applications  
 BSBTEC301 Design and produce business documents  
 BSBTEC302 Design and produce spreadsheets  
 BSBTEC303 Create electronic presentations  
 BSBPEF301 Organise personal work priorities  
 BSBCMM211 Apply communication skills  
 BSBCMM411 Make a presentation

*For example*

<p><b>YEAR 11 SEMESTER 1</b></p>	<p><b>Use Business Software</b>  <b>Design and produce text documents</b>  <b>Organise work priorities</b>  <b>Work safely in the workplace</b>  <b>Critical thinking in the workplace</b></p>	<p><b>Online theory and class work</b> – simulated critical thinking business activities based on “CannyHQ”  <b>Teamwork</b> – How to work independently and achieve allocated tasks  <b>WHS</b> – Ensure safety of self and others in the workplace  <b>Design flyers</b>– create flyers by inserting text, photos, and graphics.</p>
<p><b>YEAR 11 SEMESTER 2</b></p>	<p><b>Prepare spreadsheet</b>  <b>Design PowerPoint presentations</b>  <b>Prepare for work readiness</b></p>	<p><b>Online theory and class work</b> – simulated business activities based on “CannyHQ”  <b>Excel</b> – develop the skills and knowledge required to plan, draft and finalise excel spreadsheets including charts  <b>PowerPoint</b> - design and produce electronic presentations for “CannyHQ” staff  <b>Get ready to work</b> – Discover which careers suit you, develop a CV and apply for jobs Student</p>
<p><b>YEAR 12 SEMESTER 3</b></p>	<p><b>Diversity in the workplace</b>  <b>Communicating with others</b></p>	<p><b>Online theory and class work</b> – Cultural inclusion, anti-discrimination laws, identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service at “CannyHQ”.</p>

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	Prepare business documents
<b>Assessments</b>	<p>Assessment will be competency-based and clustered units may be part of the assessment to reflect real work scenarios at “CannyHQ” and activities. Students will participate in a variety of assessment tasks which may include observation with checklists, products resulting from an activity, and questioning (written, oral or portfolio).</p> <p>Assessment may be conducted at the school using a simulated work environment.</p>
<b>Work Placement</b>	<p>Structured Work Placement may occur to complete a Certificate III in Business.</p> <p>You may partake in vocational placement during any part of this semester as approved by the school and upon the completion of Vocational Placement insurance forms (available from the school).</p>
<b>Clothing requirements</b>	NIL
<b>IT requirements</b>	Laptop and access to Word, Excel, PowerPoint and CannyHQ.
<b>School point of contact</b>	Clayton Barry, Head of Humanities and Social Sciences, <a href="mailto:cbarr38@eq.edu.au">cbarr38@eq.edu.au</a>