



VET Business

BSB30120 Certificate III in Business

Campus Location	Mildura Senior College
Delivery Mode	MSC Timetable
Program Length	2 years
Credit	Year 1: Unit 1 & 2 Year 2: Unit 3 & 4 Study Score ATAR

COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment, and relevant theoretical knowledge. They may provide technical advice and support to a team.

Assessments include practical, written, online, role plays, observation and completion of workbooks.

YOU WILL LEARN

- To design and produce business documents
- To create electronic presentations
- Communication methods in the workplace
- Service delivery to customers and clients
- How to organise workplace information
- How to maintain workplace safety and personal wellbeing

ARE YOU SUITABLE?

- Do you like communicating electronically and face to face?
- Do you enjoy working on computers and using other business technology?
- Do you have good time management skills and are well organised?
- Do you enjoy working as part of a team?
- Do you have a good attention to detail?
- Are you interested in using software applications?

CAREER OPPORTUNITIES

- Administration Assistant
- Receptionist
- Data Entry Operator
- Legal Secretary
- Human Resources Management
- Medical Receptionist
- Customer Service Officer
- Personal Assistant



FURTHER STUDY OPTIONS

