

Business



MiTraining

Perfect for advancing in your career and taking on additional responsibilities.




Flexible Learning 100% Online

With this business certification, you can pursue higher-level positions or take on additional responsibilities within your current role. The program provides training in communication, customer service, and problem-solving, which can help individuals perform their job duties more effectively and efficiently.


Complete a **BSB30120 Certificate III in Business** with MiTraining.

Possible Careers:

- Administration Assistant
- Receptionist
- Office Administrator
- Customer Service Officer
- Data Entry Administrator
- Personal Assistant

 1300 549 190

 enquiries@mitraining.edu.au

 mitraining.edu.au




MiTraining

RTO Code 45183



What You'll Learn

MiTraining delivers online training courses and qualifications with set electives. This means the elective units of competency shown in the course structure below were chosen to reflect the work outcomes, skills and knowledge required to be successful in a contemporary workplace at this level.

Course Inclusions

- Dedicated trainer
- Learning resources
- Flexible, interest-free payment plans available

Course Details


- Fully Online, self-paced study
- 13 units
- 12 months duration




Course Structure

BSB30120 Certificate III in Business

Unit Code	Unit Name	Core/Elective
BSBCRT311	Apply critical thinking skills in a team environment	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBTWK301	Use inclusive work practices	Core
BSBWHS311	Assist with maintaining workplace safety	Core
BSBXCM301	Engage in workplace communication	Core
BSBTEC301	Design and produce business documents	Elective
BSBWRT311	Write simple documents	Elective
BSBPEF301	Organise personal work priorities	Elective
BSBTEC302	Design and produce spreadsheets	Elective
BSBXTW301	Work in a team	Elective
BSBINS302	Organise workplace information	Elective
SIRXCEG002	Assist with customer difficulties	Elective

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