



# Certificate III in Business

**Course Code: BSB30120**

Enhance your prospects and gain the practical skills to succeed in an office or business environment across a range of industries. This course opens your world to pathways across many job roles, giving you valuable transferrable skills and the knowledge to develop a successful career in business.

Enrol with Camden College, and study online, with the support of your trainer and our friendly student support team to kickstart your career in business!

## **ENTRY REQUIREMENTS**

- Basic computer skills
- English Proficiency level for the training course reading, writing and comprehension skills
- IELTS 5.5 or equivalent
- Minimum 18 years of age

## **HOW TO APPLY**

For further information please contact the College and speak to our friendly Admissions Team:

Email: [admin@camdencollege.edu.au](mailto:admin@camdencollege.edu.au)

or

[Online Enrolment](#)

- Job Ready
- Trade Ready
- Industry experience

[www.camdencollege.edu.au](http://www.camdencollege.edu.au)

**FACULTY OF BUSINESS**

**CAMDEN**  
COLLEGE

## MODES OF DELIVERY

- Online
- Classroom
- Simulated work environment
- Distance
- Duration 52 weeks

### COURSE DELIVERY

This course is delivered over 52 weeks online using our learning system. This course is available by distance and online only. Camden College holds regular workshops via webinar for students to attend and seek support from their trainer.

### RPL CANDIDATE

Candidates must provide evidence of currency and experience by working in a management role for a minimum of 12 months within the past 18 months. A letter on company letterhead from current/past employer(s) verifying this is required.

### RECOGNITION OF PRIOR LEARNING

RPL (Recognition of Prior Learning) means an assessment process that assesses the competency(s) of an individual that they may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package.

### CAREER OPPORTUNITIES

- Receptionist
- Administration Assistant
- Office Assistant
- Clerical Worker
- Junior Personal Assistant
- Data Entry Operator

## UNITS OF COMPETENCY

Total number of units = 13 (6 core units plus 7 elective units)

UNITS	TITLE	UNITS	TITLE
BSBCRT311	Apply critical thinking skills in a team environment	BSBTEC302	Design and produce spreadsheets
BSBPEF201	Support personal wellbeing in the workplace	BSBTEC303	Create electronic presentations
BSBSUS211	Participate in sustainable work practices	BSBWRT311	Write simple documents
BSBTWK301	Use inclusive work practices	BSBPEF301	Organise personal work priorities
BSBWHS311	Assist with maintaining workplace safety	BSBOPS304	Deliver and monitor a service to customers
BSBXCM301	Engage in workplace communication	BSBOPS305	Process customer complaints
BSBTEC301	Design and produce business documents		

National RTO Code: 41492 • ABN: 32 603 489 685 • CRICOS Provider Code: 03911C