



BSB30120

Certificate III in Business

Accredited Courses

Inventorium RTO is an accredited training organisation that delivers courses in the Vocational Education and Training (VET) sector.

- BSB20120 Certificate II in Workplace Skills
- BSB30120 Certificate III in Business
- BSB30220 Certificate III in Entrepreneurship and New Business
- CHC22015 Certificate II in Community Services
- CHC34015 Certificate III in Active Volunteering
- FSK10119 Certificate I in Access to Vocational Pathways
- FSK10219 Certificate I in Skills for Vocational Pathways
- FSK20119 Certificate II in Skills for Work and Vocational Pathways



Your Own Mentor

Inventorium RTO teachers are one-on-one mentors, providing personal, flexible support to help students gain confidence, practise skills, and reach their study goals faster. Inventorium RTO teachers are all highly experienced, qualified educators, with substantial industry experience who work to ensure the academic success of their students.



Pathways Into Work

Inventorium RTO courses are designed to ensure that on completion, students are job ready. With one-on-one teaching, students can learn at their own pace, and develop the skills required to become an effective member of the working community. Inventorium RTO prepares students to step into the job they want. English for the workplace is also available for students.



DURATION: 52 weeks**COURSE DELIVERY STRUCTURE:** 13 units (4 weeks per unit)**TOTAL HOURS OF STUDY:** 1560 hours**STUDY MODE:** Online**TARGET CLIENTS:** This program is aimed at students interested in commencing employment in a business context.**ENTRY REQUIREMENTS:**

- Must be at least 15 years of age at course commencement and enrolled in a School or registered with a Department of Education as Home Schooling or; must be over 17 years of age and have left school
- Successful completion of Australian year 9 or equivalent.

COURSE DESCRIPTION:

The purpose of the course is to prepare people for employment in a business context. This course will equip you with the knowledge and skills to work productively in a variety of workplace settings. This business course could lead you to a career as an office assistant, an administration officer or a word processing operator in a large business. After completion of this course you may also decide to continue with further study to gain more specialised knowledge and skills.

DEVELOP THESE SKILLS:

- How to think critically to solve problems and develop ideas
- Communicate effectively within a workplace
- How to use software applications in a business context
- How to provide customer service
- How to prepare for and deliver presentations and business proposals

COURSE 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
BSBPEF302	Develop self-awareness
BSBTEC201	Use business software applications
BSBOPS304	Deliver and monitor a service to customers
BSBTEC301	Design and produce business documents
BSBINS302	Organise workplace information
BSBESB302	Develop and present business proposals
BSBCMM411	Make presentations

About Inventorium RTO

The Inventorium was designed by a group of academics, teachers and industry professionals to offer a new approach to education and skills development. We draw on industry expertise, a broad base of research and exceptional teaching to provide an outstanding online education experience.