

## UNIT LIST

### BSB30120 – Certificate III in Business

---

This qualification is made up of 13 units. 6 core and 7 electives. Please review these with your workplace supervisor. As the first visit, your trainer will confirm the selection with you, make any changes to the delivery order and finalise the training plan.

CORE & ELECTIVE BUSINESS UNIT SELECTION			
UNIT CODE	UNIT TITLE	HRS	CORE OR ELECTIVE
BSBPEF301	Organise personal work priorities	30	GP B Elective
BSBOPS304	Deliver and monitor a service to customers	35	GP D Elective
BSBTWK301	Use inclusive work practices	30	Core
BSBTEC202	Use digital technologies to communicate in a work environment	20	GP A Elective
BSBWHS311	Assist with maintaining workplace safety	40	Core
BSBTEC201	Use business software applications	60	GP A Elective
BSBCRT311	Apply critical thinking skills in a team environment	40	Core
BSBTEC301	Design and produce business documents	80	GP A Elective
BSBPEF201	Support personal wellbeing in the workplace	50	Core
BSBSUS211	Participate in sustainable work practices	20	Core
BSBTEC302	Design and produce spreadsheets	35	GP A Elective
BSBXCM301	Engage in workplace communications	40	Core
BSBTEC303	Create electronic presentations	20	GP A Elective