

Order of Study

BSB30120 Certificate III Business (Administration) Online self-directed

On successful completion of all 13 you will receive a Certificate III in Business with a specialisation in Business Administration.

Follow the below order of study when enrolling. Enrol in no more than two units per intake, unless otherwise advised.

Enrolment Code		Unit Code	Unit Name	Unit Type	Textbook/ Resources	Study Period Schedule	
Must complete all units in order as listed below						Intake	Completed
1	BSBXCM301	BSBXCM301	Engage in workplace communication	Core	Electronic resources are available through Connect , TAFE Queensland's Learning Management System		Completed
2	BSBPEF301	BSBPEF301	Organise personal work priorities	Elective			Completed
3	BSBPEF201	BSBPEF201	Support personal wellbeing in the workplace	Core			Completed
4	BSBOPS303	BSBOPS303	Organise schedules	Elective			Completed
5	BSBTEC301	BSBTEC301	Design and produce business documents	Elective			Completed
6	BSBWHS311	BSBWHS311	Assist with maintaining workplace safety	Core			Completed
7	BSBTEC302	BSBTEC302	Design and produce spreadsheets	Elective			Completed
8	BSBTWK301	BSBTWK301	Use inclusive work practices	Core			Completed
9	BSBSUS211	BSBSUS211	Participate in sustainable work practices	Core			Completed
10	BSBCRT311	BSBCRT311	Apply critical thinking skills in a team environment	Core			Completed
11	BSBINS202	BSBINS202	Handle receipt and dispatch of information	Elective			Completed
12	CLS-BSB-0111 Process and Maintain Financial Records Cluster	BSBFIN301 BSBFIN302	Process financial transactions Maintain financial records	Elective Elective			Completed
Note							

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