

# Order of Study

## BSB30120 Certificate III Business Online self-directed

On successful completion of all 13 units you will receive a Certificate III Business.

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

Unit Code		Unit Name	Unit Type	Textbook/ Resources	Study Period Schedule	
Must complete all units in order as listed below					Intake	Completed
1	BSBXCS302	Identify and report online security threats	Elective	Electronic resources are available through <a href="#">Connect</a> , TAFE Queensland's Learning Management System		Completed
2	BSBXCM301	Engage in workplace communication	Core			Completed
3	BSBPEF201	Support personal wellbeing in the workplace	Core			Completed
4	BSBPEF301	Organise personal work priorities	Elective			Completed
5	BSBWHS311	Assist with maintaining workplace safety	Core			Completed
6	BSBTEC301	Design and produce business documents	Elective			Completed
7	BSBSUS211	Participate in sustainable work practices	Core			Completed
8	BSBTWK301	Use inclusive work practices	Core			Completed
9	BSBWRT311	Write simple documents	Elective			Completed
10	BSBOPS303	Organise schedules	Elective			Completed
11	BSBTEC302	Design and produce spreadsheets	Elective			Completed
12	BSBOPS304	Deliver and monitor a service to customers	Elective			Completed
13	BSBCRT311	Apply critical thinking skills in a team environment	Core			Completed
Note						

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