



COLLEGE AUSTRALIA



# BSB30120 CERTIFICATE III IN BUSINESS (MEDICAL ADMINISTRATION)

Boost your career in business and learn the skills and knowledge you need to prepare you for jobs across a diverse range of industries.

**Duration:** 6-12 Months

**Method:** Online | Blended | RPL

**Payment:** Upfront, Pay Per Unit

**Funding:** Certificate 3 Guarantee, User Choice

## What Can I Expect?

Are you looking to enter the business world with an eye on future possibilities? Whether you are looking to kickstart your business career or develop your knowledge, this qualification will help you build your practical skills and is designed to help you progress your career, opening opportunities for new roles.

You will learn and consolidate skills for your chosen career and transfer your practical skills and fundamental operational knowledge to real outcomes. With a focus on building your understanding of technology, processes and systems, you will complete your studies feeling confident to apply for your chosen role.



PAYROLL  
OFFICER



ADMINISTRATION  
ASSISTANT



MEDICAL  
ADMINISTRATOR



PERSONAL  
ASSISTANT



RECEPTIONIST



DATA  
ADMINISTRATOR



**Industry Experts**



**Live Webinars**



**Nationally Recognised**



**Blended Learning**



**Pathways to University**



**Rolling Enrolments**

## Core Units

BSBPEF201	Support personal wellbeing in the workplace
BSBCRT311	Apply critical thinking skills in a team environment
BSBTWK301	Use inclusive work practices
BSBSUS211	Participate in sustainable work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication

## QUALIFICATION STRUCTURE

### Packaging Rules

Total Number of Units: 13  
6 Core Units Plus  
7 Elective Units

### Entry Requirements

Not Applicable.

## Elective Units

BSBTEC201	Use business software application
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
BSBMED303	Maintain patient records
BSBMED401	Manage patient record keeping system
BSBPEF301	Organise personal work priorities
BSBWRT311	Write simple documents



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