

# Certificate III in Business (Records and Information Management)

BSB30120

ENTER THIS SPECIALIST FIELD AND START YOUR CAREER IN RECORDKEEPING

Large organisations have sophisticated records management systems. Start a career in this specialist professional field with the Certificate III in Business (Records and Information Management). Learn about the control, retrieval and disposal of records, as well as the legislation and codes that apply to the record keeping sector.

## Customise Your Course

The Certificate III in Business (Records and Information Management) will help you understand the record keeping functions, and the fundamentals of record control, accountability and classification. This course covers the essential knowledge and skills to join this specialist career field, and applies equally to council, legal, government and corporate records departments.

## Subject Choices

- Effective Workplace Communication
- Business Records Systems and Information
- Maintain Workplace Safety and Wellbeing
- Mid Course Survey
- Organise Personal Work Priorities
- Key Recordkeeping Functions
- Contribute to Sustainable Work Practices
- Practical Word Processing (E)
- Practical Spreadsheets (E)

## Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate III in Business \(Records and Information Management\)](#) page.