

BSB30115 Certificate III in Business

Course Description

In this qualification you will gain the fundamental business skills and knowledge to successfully perform a wide range of duties in a business setting across diverse industries.

During the course you will have the opportunity to increase your skill in organising tasks, maintaining financial records, designing and producing business and desktop documents, working effectively with diversity and maintaining business resources.

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Day and Time	Start Date	End Date	Duration
Wednesday 4.00 pm – 7.00 pm School Holiday times 9.00am-3.00pm	17 th July 2017	13 th September	8 Weeks + 8 Full Days in the school holidays
	17 th July to 20 th July 2017		
	9 th October to 12 th October 2017		
Number of SACE Credits and Stage	Course Fee		
70 SACE Credits	\$1400		

Student Requirements

Students must be prepared to complete their study once a week conducted off campus. A laptop, paper and pen is required for each class.

Course Prerequisites

Students should have basic administrative and computing skills.

Structured Work Placement

Required structured work placement (38 hours) is highly recommended to gain the most out of this course but is not a compulsory requirement for completion of the full certificate. The work placement may take place during the school holidays and needs to be organised by the student.

Course Outline

Stage 2

<i>Unit Code</i>	<i>Unit Description</i>	<i>Nominal Hours</i>
BSBWHS302 *	Apply knowledge of WHS legislation in the workplace	20
BSBPRO301	Recommend products and services	20
BSBWOR301	Organise personal work priorities and development	30
BSBPUR301	Purchase goods and services	60
BSBINM301	Organise workplace information	30
BSBCUS301	Deliver and monitor a service to customers	35
BSBFLM312	Contribute to team effectiveness	40
BSBDIV301	Work effectively with diversity	30
BSBITU306	Design and produce business documents	80
BSBSUS401	Implement and monitor environmentally sustainable work practices	40
BSBHRM405	Support the recruitment, selection and induction of staff	50
BSBFIA301	Maintain Financial records	60
	<i>Total Hours</i>	495 hours

Adelaide