

**Program Name** BUSINESS



**Host School:** Marden Senior College

**National Qualification:** BSB30115 Certificate III in Business  
(Twilight course)

**RTO code:** 40046

**Program Description:** This course has been designed to prepare students with the skills and knowledge to build a career in the office environment. Skills are developed within a simulated business environment and supported by our business partner OfficeMax. This provides pathways into administration and management and includes studies in the areas of technology, information handling, communication, organisation and team skills.

**Pathway:** On completion of Certificate III in Business, graduates may seek employment in the following occupational areas: clerical assistant, telephone data entry operator, secretary/receptionist, filing clerk, mailing clerk. Or, at the completion of this certificate an individual should hold sufficient competency to enter the Certificate IV in Business in a range of fields including administration, sales, and frontline management.

**SACE Credits:** Stage 2: 60 credits

**Course length:** Year (36 weeks)

**Training day and Time(s):** Wednesday: 1.30 pm – 5.30 pm

**Commencement date:** 6 February 2019 - 13 November 2019

**Special Requirements:** N/A

**Program Cost (per student):** \$360 (or DfE school agreement) Check with VET coordinator

**GST:** N/A

**Total cost (per student):** \$360 (or DfE school agreement)

**Additional Program Costs:** Stationery and flash drive

**Location:** 1-37 Marden Rd, Marden SA 5070

**Program Provider Contact:** Adam Hodson Ph: (08) 8366 2869 or (08) 8366 2800

**Program Content:**

Code	Name	Nominal Hours
BSBWHS302	Apply knowledge of WHS legislation in the workplace <i>(compulsory)</i>	20
BSBITU306	Design and produce business documents	80
BSBITU302	Create electronic presentations	20
BSBITU304	Produce spreadsheets	35
BSBITU309	Produce desktop published documents	50
BSBITU303	Design and produce text documents	90
BSBADM307	Organise schedules	15

BSBWRT301	Write simple documents	30
BSBWOR301	Organise personal work priorities and development	30
BSBINM202	Handle mail	15
BSBPRO301	Recommend products and services	20
BSBADM311	Maintain business resources	15
	<b>Total Nominal Hours</b>	<b>420</b>

*NB: Students must complete 12 competencies. RPL available where applicable*

**Work Placement Requirements:** N/A

**Class Size:** 13 – 20