

Program Name BUSINESS



Host School: Open Access College
National Qualification: Certificate III in Business
Code: BSB30115
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. This provides pathways into administration and management and students will develop skills in writing simple documents, designing and producing text and business documents, producing spreadsheets and electronic presentations, reviewing and maintaining a website, processing customer complaints, organising workplace information, maintaining business resources, working effectively with diversity, organising personal work priorities, complying with WHS legislation.

Pathway: On completion of Certificate III in Business graduates could 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: maximum 75 credits (depending on units delivered)
Course length 2 semesters

Training day and Time(s) Flexible - Online Delivery

Commencement date: Week 2 Term 1

Special Requirements N/A

Program Cost (per student) TBA (or DfE school agreement)

GST: TBA

Total cost (per student): TBA (or DfE school agreement)

Additional Program Costs: Flash drive

Location: 1-37 Marden Rd Marden SA 5070

Program Provider Contact: OAC 8309 3509

Program Content:

Code	Name	Nominal Hours
BSBWHS302	Apply knowledge of WHS legislation in the workplace (compulsory)	20
BSBWOR301	Organise personal work priorities and development	30
BSBITU303	Design and produce text documents	90
BSBITU302	Create electronic presentations	20
BSBIWRT101	Write simple documents	30
BSBITU303	Design and produce business documents	80
BSBITU304	Produce spreadsheets	35
BSBCMM301	Process customer complaints	30
BSBEBU401	Review and maintain a website	50
BSBDIV301	Work effectively with diversity	30
BSBINM301	Organise workplace information	30
BSBADM311	Maintain business resources	15
	Total Nominal Hours	460

NB Students must complete 12 competencies. RPL available where applicable

Work Placement Requirements: Students are required to complete 40 hours of structured work placement throughout the year

Class Size: Max 10

SECTION 4