



Program Name **BUSINESS**

Host School: **Marden Senior College
Open Access College**

The Minister for Education and Children's Services delivered through
THE OPEN ACCESS COLLEGE AND THE MARDEN SENIOR COLLEGE
Registered Training Organisation
Provider Number: 40046



National Qualification: Cert III in Business
Code: BSB30115
RTO & Code: Open Access College / Marden Senior College RTO 4004640046

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. This provides pathways into administration and management and includes studies in the areas of technology, information handling, communication, organisation and team skills.

Program Delivery: This program is available in online or face to face delivery modes. Course completion for both delivery modes requires a work placement to be undertaken.

Online Delivery: Is facilitated in small groups online with additional sessions at the OAC training centre packaged as a three semester course. Learning materials are accessible anytime online with additional assistance provided online or onsite. Students are able to engage with the course predominantly within their current educational setting.

Face to Face Delivery: Occurs in a classroom setting that requires students to be present on the Marden campus one day a week for a full year.

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: MSC 65 credits
Stage 2: OAC 75 credit max (Actual SACE credits will depend on units delivered and completed)

Course Length 1 Year (36 weeks)

	*Marden Senior College	**Open Access College
Training Day and Time(s)	Wednesday 1.30 – 6.00 pm	Online Delivery (Flexible) equivalent of 1 day per week
Course Length:	2 semesters	2 semesters
Commencement Date:	Week 2 Term 1	Week 2 Term 1
Special Requirements:	Compulsory 1 day workshop in term 2 and term 3 school holidays	N/A
Materials and Services Fee:	Base: \$360 per annum Additional Program Costs: N/A	Base: \$360 per annum Additional Program Costs: N/A
Tuition Fee:	As per DECD school agreement	As per DECD school agreement
Location:	1-37 Marden Rd Marden SA 5070	1-37 Marden Rd Marden SA 5070
Program Provider Contact:	Adam Hodson: MSC 8366 2869	Neil Pilgrim: OAC 8309 3509

*Students enrolling in face to face delivery MSC (VEMS)

**Students enrolling in online delivery OAC (VEMS)

Program Content:

Code	Name	Nominal Hours
BSBWHS302	Apply knowledge of WHS legislation in the workplace (compulsory)	20
BSBITU302	Create electronic presentations (MSC) (OAC)	20
BSBITU304	Produce spreadsheets (MSC) (OAC)	35
BSBITU309	Produce desktop published documents (MSC) (OAC)	50
BSBITU303	Design and produce text documents (MSC) (OAC)	90
BSBIWRT101	Write simple documents (MSC) (OAC)	30
BSBWOR301	Organise personal work priorities and development (MSC) (OAC)	30
BSBPRO301	Recommend products and services (MSC) (OAC)	20
BSBADM307	Organise schedules (MSC)	15
BSBITU305	Conduct online transactions (MSC)	40
BSBADM202	Handle Mail (MSC)	15
BSBADM311	Maintain business resources (MSC)	15
BSBITU306	Design and produce business documents (MSC) (OAC)	90
BSBITU307	Develop keyboarding speed and accuracy	50
BSBFIA302	Process payroll	30
CUAWRT301	Write content for a range of media (OAC)	40
BSBPUR301	Purchase goods and services (OAC)	60
BSBCMM301	Process customer complaints (OAC)	30
BSBFLM312	Contribute to team effectiveness (OAC)	40
BSBSUS401	Implement and monitor environmentally sustainable work practices (OAC)	40
	Total Nominal Hours MSC	470
	Total Nominal Hours OAC	585

NB Students must complete 12 competencies. RPL available where applicable

Work Placement Requirements: OAC Students are required to undertake a work placement.

Class Size: 13 – 15 (MSC)

Class Size: 6 – 8 (OAC)