

# Business

BSB30115 Certificate III in Business  
OAC/MSC RTO – 40046

## Course length

Full year – Wednesday 1.30pm – 5.30pm

## Credit value

Refer to page 8 for more information.

## Advice to students

Students should have experience in computing operations and file management. Students will need to complete a literacy and numeracy assessment to assist in the preparation of individual training plans.

Basic skills in Microsoft® Word, Excel and PowerPoint will be assumed.

## Course overview

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

## Assessment

Assessment is conducted throughout the course in both practical and theoretical aspects. Each competency is assessed according to criteria set in the training package. Assessment is flexible and students can apply for RPL.

## Pathways

Completion of Certificate III in Business may allow graduates to seek employment in the following occupational areas: clerical assistant, telephone data entry operator, secretary/receptionist, general clerk.

Further study pathways include:

Certificate IV in Business

- administrator
- project officer.

Certificate IV in Business Administration

- accounts supervisor
- executive personal assistant
- office administrator
- project assistant.



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