

Business

Level

Certificate III in Business – BSB30115
OAC/MSR RTO – 40046



Course Length

Full year – Wednesday 1.30 pm – 5.30 pm

Credit value

60 credits – Stage 2

All units of competency are nationally recognised. Students will be issued with a Statement of Attainment for each unit successfully completed.

Each 70 hours of successfully completed competencies contributes 10 Credits towards SACE Stage 2 completion.

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.

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