

BSB30115 Certificate III in Business

Course Details

This qualification reflects the role of individuals carrying out a range of tasks within different industry sectors. This course will provide individuals with a broad range of skills with developing their efficiency in daily business operations and enhancing their knowledge and understanding of business technology.

Students will learn skills and knowledge to enable them to work in a broad range of roles that may include: Administration Officer, Accounts Clerk, Data Entry Operator and other related administrative duties and roles.

Duration/Delivery Mode

Course duration: This course will take 1200 hours - up to a maximum of 12 months
 Delivery mode: Blended - which includes online delivery, whereby the trainer is available to support students through email and/or telephone/SKYPE Monday – Friday during office hours. Students will be responded to by their trainer within a 48 hour period, and classroom delivery, as required.

Course Content

This qualification requires the student to complete 12 units of competency:

BSBWHS302 Apply knowledge of WHS legislation in the workplace
 BSBDIV301 Work effectively with diversity
 BSBFLM309 Support continuous improvement systems and processes
 BSBFLM305 Support operational plan
 BSBITU302 Create electronic presentations
 BSBITU303 Design and produce text documents
 BSBITU304 Produce spreadsheets
 BSBITU306 Design and produce business documents
 BSBITU309 Produce desktop published documents
 BSBSUS401 Implement and monitor environmentally sustainable work practices
 BSBWOR301 Organise personal work priorities and development
 BSBWRT301 Write simple documents

Fees

Certificate 3 Guarantee (Funded by the Queensland Government)	Non Concessional	\$20	
	Concessional	\$5	(holds Health Card and/or Pensioner Card or is an Aboriginal or Torres Strait Islander)

Students must meet the following criteria:

- Not hold a Certificate III qualification or higher (other than school based traineeship)
- Be a Queensland resident residing in Queensland or a New Zealand citizen

permanently residing in Queensland

For more information please refer to:
Department of Education & Training Certificate 3 Guarantee Program Fact Sheet at

<https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf#search=certificate%20%20guarantee%20fact%20sheet>

Fee for Service

POA – please speak directly with OSCA's representative.

Entry requirements

- Must be 15 years or older and no longer at school

Students will be required to have access to a computer and software with the minimum specifications:

- Microsoft Windows XP, or later, or Mac OS X or above
- Microsoft Office or equivalent
- Adobe Acrobat Reader
- Adobe Flash Player
- Up to date internet browser
- Ability to log onto an e-learning platform and use SKYPE applications

Locations

As this course is predominantly delivered online, this course is able to be delivered in locations across Queensland.

Student Rights/Information

- Occupational Skills Centre Australia (OSCA) provides all students with information on its training services and information, and on the rights of the students prior to enrolling into a course. Please refer to the Student Handbook.
- All learning and assessment materials will be provided by OSCA.
- Students will be required to complete assessments for this course.

Outcome

For units of competency successfully completed during this course students will receive a nationally recognised Statement of Attainment from the Business Services Training Package. Students who successfully complete all units of competency within the course will receive the BSB30115 Certificate III in Business nationally recognised qualification.

Further Information and to enrol in this course

Email: info@occskills.com.au

or

Phone: 1300 463 828