

4.6 BSB30115 Certificate III in Business

(Administration Stream)



RTO Registration # 52499

Twelve units of competence are required to achieve this qualification – two of which must be attained in Year 11 as they are not delivered in Year 12:

BSBWHS302 – Apply knowledge of WHS legislation in the workplace [Core]

BSBINM301 – Organise workplace information [Elective]

BSBITU305 – Conduct online transactions [E]

BSBEBU401 – Review and maintain a web site [E]

BSBITU302 – Create electronic presentations [E]

BSBITU303 – Design and produce text documents [E]

BSBITU304 – Produce spread sheets [E]

BSBITU306 – Design and produce business documents [E]

BSBITU309 – Produce desktop published documents [E]

BSBWRT301 – Write simple documents [E]

BSBWOR204 – Use Business Technology [E] Credit Transfer

FNSACC311– Process financial transactions & extract interim reports [E]



This qualification will enable you to gain practical skills and knowledge in:

- Administrative support within an office environment
- Data processing, correspondence and use of office technology
- Word processing and business correspondence
- Spread sheets / Accounting procedures
- Design and produce business documents
- Website maintenance
- Preparing and processing accounts
- Electronic presentations

This qualification will provide you with essential skills for gaining employment and a pathway to higher level courses.

N.B. A certificate will not be issued by the RTO until they receive all student evidence and it meets the required standard to be deemed competent.

Duration: Delivered as a 'stand-alone' course, in Year 12, over three terms under the auspices of VCS.

Cost: \$80 fee includes enrolment, consumables and issue of Certificate.

Total Nominal Hours: 455

Prerequisite: Certificate II in Business or equivalence

Pathway: Certificate IV in Business Management / Admin Assistant, Receptionist, Clerical Officer & Customer service.

More information: VCS website www.vetis.net.au