

## 4.6 BSB30115 Certificate III in Business

(Administration Stream)



RTO Registration # 3979

**Twelve units of competence are required to achieve this qualification – one of which must be attained in Year 11 as it is not delivered in Year 12:**

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

BSBINM301 – Organise workplace information [Elective]

BSBDIV301 – Work effectively with diversity [E]

BSBADM311 – Maintain business resources [E]

BSBITU305 – Conduct online transactions [E]

BSBITU309 – Produce desktop published documents [E]

BSBITU312 – Create electronic presentations [E]

BSBITU313 – Design and produce text documents [E]

BSBITU314 – Design and produce spread sheets [E]

BSBITU306 – Design and produce business documents [E]

BSBWRT301 – Write simple documents [E]

**BSBWOR204 – Use Business Technology [E] Credit Transfer**



**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 YMCA.

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

**Total Nominal Hours:** 385

**Prerequisite:** Certificate II in Business or equivalence

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

**More information:** YMCA website [www.ymcatraining.org.au](http://www.ymcatraining.org.au)