

Course Certificate III in Business
Training provider Salford College 40298
Delivery site Salford College Campus, 11/68 Grenfell Street, Adelaide

Qualification Certificate III in Business

Course code BSB30115

Number of SACE credits and stage **Full Year**
75 SACE Points

Semester 1
30 SACE Points

Semester 2
45 SACE Points

SACE credits listed are a guide only and are subject to change, for more information visit www.sace.sa.edu.au

Course description Certificate III in Business reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge.



Salford College's Certificate III in Business endeavours to continue to build upon the skills and knowledge that you currently have in Word, Excel and PowerPoint. By applying business practices to those skills you will gain a solid foundation for your future career or study aspirations.

You will learn the basics behind integrating into the modern business world that is driven by team work and communication in a diverse environment. You will also learn practical skills in areas of organising and prioritising work tasks, as well as how to design and produce business documents and publications.

The Certificate III qualification can be used as a student's 4th TAS subject to achieve an Australian Tertiary Admission Rank (ATAR) and apply to University.

To complete the full qualification, students must successfully complete semester 1 and semester 2

Unit Code	Semester 1	
	Unit Title	Hours
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20
BSBDIV301	Work effectively with diversity	30
BSBITU201A	Produce simple word-processed documents	60
BSBITU304	Produce spreadsheets	35
BSBWOR301	Organise personal work priorities and professional development	30
BSBSMB301	Investigate micro business opportunities	30
	Total Hours	205

Semester 2		Hours
Unit Code	Unit Title	
BSBCMM201	Communicate in the workplace	40
BSBFLM312	Contribute to team effectiveness	40
BSBITU303	Design and produce text documents	90
BSBITU302	Create electronic presentation	20
BSBITU309	Produce desktop published documents	50
BSBITU306	Design and produce business documents	80
Total Hours		320

Available to	Years 10, 11, 12
Start date	12/02/2018
Finish date	5/11/2018
Length of course	Semester 1 (13 weeks) Semester 2 (16 weeks)



Student requirements

Note: Fees listed are subject to change at any time and do not commit this organisation to charging the fees indicated

Students must be prepared to complete their study once a week conducted off campus.

Full school uniform to be worn.

There may be a number of industry workplace related excursions; some may take place during school time. Students may be charged an additional cost of \$10-20 during the course for an excursion.

Structured Work placement required

NIL

Course pre-requisites

No prior knowledge or experience is necessary however a genuine interest in developing skills in Business Sector is desirable.

Career Pathway

Students who complete this qualification can go onto further studies as per the pathways below or gain employment in roles such as:

- Administration Officer
- Entrepreneur
- Office Assistant
- Accounts Clerk
- Receptionist
- Customer Service Officer
- Data Entry Operator

Why Salford College?

Four years working with schools, Central city location, Interactive courses, Quality delivery, Safe environment, Facilitators have DCSI checks