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# BSB30115 Certificate III Business

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Tweed, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Hunter-V-Tec,  
Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

RTO NO: 90179

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## COURSE BROCHURE

### BSB30115 - Certificate III in Business

#### ❖ *Facilitated Online Learning*

This course will equip learners with critical business, communication and computing skills, enabling you to improve your efficiency in daily business operations and enhance your understanding of business operations.

Whether you're just starting out in an office job, own a small business or have years of experience behind you, our combination of elective units can give you the most up to date business skills in areas like customer service, accounting procedures, data systems, technology, resource maintenance, and business document writing.

Potential career opportunities include:

- Customer Service Adviser
- Data Entry Operator
- General Clerk
- Payroll Officer
- Typist
- Word Processing Operator

#### Course subjects

Unit Code	Unit Title	Unit Type
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBWRT301	Write simple documents	Elective
BSBADM311	Maintain business resources	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBFIA301	Maintain financial records	Elective
BSBITU301	Create and use databases	Elective
BSBITU302	Create electronic presentations	Elective
BSBFLM309	Support continuous improvement systems and processes	Elective
BSBITU304	Produce spreadsheets	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBITU306	Design and produce business documents	Elective
BSBWOR301	Organise personal work priorities and development	Elective

#### Course duration

Full time qualification up to 12 months

## **Requirements:**

### ❖ *Minimum education*

While there are no formal education entry requirements, Hunter-V-Tec suggests you should have completed schooling equivalent to Australian Year 10, OR have relevant industry experience OR a relevant qualification.

### ❖ *Minimum age*

Minimum age of 16 years. If you are under 18 your application must be signed by a parent or guardian.

### ❖ *Computer requirements*

Learners will need access to a computer and the internet and have basic computing skills. Minimum computer specifications are:

All users:

- Broadband Internet Connection
- Adobe Reader XI or equivalent
- You will also need access to a phone, printer, photocopier and scanner
- Adobe Flash Player 11 or higher

### ❖ *Audio-visual requirements*

You will need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as free downloads from the internet.

### ❖ *English language requirements*

This course requires you to read comprehensive learner workbooks, undertake a range of written assessments and engage in online discussion forums. Also, the delivery mode relies on the use of written communication.

As such, entry to the course requires English proficiency equivalent to Australian Year 10 level or 1 years of work experience in a role that requires the use of written documentation and communication.

## **Study materials**

Once you are enrolled in this course, you will receive access to the first set of units for the course. When you have successfully completed those units, you'll be given access to the next units when you require them. Remember this is completed at your own pace.

## Pathways

On completing this qualification students can choose:

- BSB40215 Certificate IV in Business
- BSB51915 Diploma of Leadership and Management

### Delivery Styles

#### E-Learning

Self-paced study completed from home or at the office. Students learn online via an online learning platform. E learning includes numerous types of media that deliver text, audio, images, animation, interaction content and streaming video through web-based learning.

## What's included?

Our course includes detailed learning materials, assessments, certification upon successful completion and ongoing trainer support throughout the program.

## Recognition of Prior Learning (RPL)

RPL is available for each unit of competency based on relevant workplace experience, formal training and/or other expertise. To apply for RPL please discuss with our student support team or your trainer/assessor. For RPL you will be required to submit a portfolio of evidence within 12 months of the enrolment date.

## Course fees

Contact HVTC for qualification pricing, payment options and eligibility for Smart and Skilled funding.