

Course Details - BSB30115 Certificate III in Business (Murray Bridge High School)

MSP Title	Certificate III in Business		
Qualification	BSB30115 Certificate III in Business		
RTO	Foundation Education (National Code 22557)		
Host Organisation	Murray Bridge High School		
Course Length	4 semesters (2 years)		
Course Description	<p>This Qualification develops entry level computing and administrative skills for the workplace. Students develop practical skills to complete routine tasks in the workplace, as well as a working knowledge of a typical business environment. Fundamental business knowledge is developed through topics such as: communication in the workplace, teamwork, problem solving, administration, time management and planning and workplace innovation.</p> <p>Students undertake their training through the simulation of a virtual business enterprise (140 in Australia). For further details on Virtual Enterprises visit www.virtualenterprise.com.au. Students gain experience in Administration, Finance, Marketing and Human Resources.</p>		
Pathways	Successful completion of this Qualification allows students to enter Certificate III and IV Business, Diploma and Advanced Diploma, and degrees in Business/Commerce. Work pathways include customer service, clerical assistant, receptionist, data entry operator and word processing operator.		
Delivery Location(s)	On Line Course		
Dates and Times	60 weekly sessions at On Line Course on Mondays at times to be confirmed. Commencement date 16/03/20.		
SACE Details	SACE Stage 2, 55 SACE credits		
Units Of Competency	Core	<div><div>BSBWOR301</div><div>BSBADM311</div><div>BSBWHS302</div><div>BSBWRT301</div><div>BSBCUS301</div><div>BSBINM301</div><div>BSBFLM312</div><div>BSBFIA301</div><div>BSBCMM301</div><div>BSBITU312</div><div>BSBITU306</div><div>BSBITU313</div></div>	<div><div>Organise personal work priorities and development (30 nominal hours)</div><div>Maintain business resources (15 nominal hours)</div><div>Apply knowledge of WHS legislation in the workplace (20 nominal hours)</div><div>Write simple documents (30 nominal hours)</div><div>Deliver and monitor service to customers (35 nominal hours)</div><div>Organise workplace information (30 nominal hours)</div><div>Contribute to team effectiveness (40 nominal hours)</div><div>Maintain financial records (60 nominal hours)</div><div>Process customer complaints (30 nominal hours)</div><div>Create electronic presentations (20 nominal hours)</div><div>Design and produce business documents (80 nominal hours)</div><div>Design and produce digital text documents (90 nominal hours)</div></div> <div>Nominal hours are used for SACE purposes and are not reflective of actual delivery hours</div>
Training Cost	\$699.00 GST exempt		
Other Costs	To be advised		
Number Of Students	Minimum	To be advised	
	Maximum	To be advised	
Contact Person	Ms Roxanne Rowland, Email Roxanne.Rowland958@schools.sa.edu.au		