

SUBJECT INFORMATION SHEET

BSB30115 Certificate III in Business (Provider: St Andrew's Anglican College – RTO 32322)

Description: The Certificate III in Business is a two-year course. This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Units

BSBFLM303	Contribute to Effective Workplace Relationships
BSBINM301	Organise Workplace Information
BSBITU302	Create Electronic Presentations
BSBITU303	Design and produce text documents
BSBITU304	Produce Spreadsheets
BSBITU306	Design and Produce Business Documents
BSBITU309	Produce Desktop Published Documents
BSBSUS401	Implement and Monitor Environmentally Sustainable Work Practices
BSBWHS302	Apply knowledge of Workplace Health and Safety in the Workplace
BSBWOR204	Use Business Technology
BSBWOR301	Organise Personal Work Priorities and Development
BSBWRT301	Write simple Word documents

Pre-requisites: Nil

Future relevance: Customer service, general clerk, receptionist, owning your own business.

Assessment: Competency based, practical work and knowledge components.

Credit Points for QCE: 8

Cost: Nil

Further information: Contact Mrs Samantha Leo (RTO Coordinator) sleo@saac.qld.edu.au

Service agreement: The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with a Qualification and record of results. Students who complete at least one unit (but not the full qualification) will receive a Statement of Attainment.



RTO: 32322