

BSB30115 Certificate III in Business

One Year Delivery – Year 12

Core Elective	Unit Code	UOC Title
E	BSBCUS301	Deliver and monitor a service to customers
E	BSBDIV301	Work effectively with diversity
E	BSBITU201	Produce simple word processed documents
E	BSBITU302	Create electronic presentations
E	BSBITU303	Design and produce text documents
E	BSBITU304	Produce spreadsheets
E	BSBITU306	Design and produce business documents
E	BSBITU309	Produce desktop published documents
C	BSBWHS302	Apply knowledge of WHS legislation in the workplace
E	BSBWOR301	Organise personal work priorities and development
E	BSBWRT301	Write simple documents
E	ICPDMT321	Capture a digital image



BSB30115 CERTIFICATE III IN BUSINESS

Course Length	1 year
Prerequisites	Nil
Participants	Year 12 students
Cost	To be determined

This qualification provides students with the skills and knowledge work in a variety of contexts including those where selecting and adapting previous knowledge and skills is extended. Some leadership in problem solving might also feature.

Working in a business context the qualification includes:

- Produce word processed documents
- Produce spreadsheets
- Electronic presentations
- Desktop publications
- Capture digital images
- Workplace health and safety and equipment management.