

Certificate III in Business **(Intensive 6 Month Program)**

Training Provider	Salford College 40298	
Delivery Site	Salford College, Level 11, 68 Grenfell St., Adelaide (mix of online and face to face delivery)	
Delivery Time	Sat. 11.30am – 5pm	
Qualification	Certificate III in Business	
Course Code	BSB30120	
Number of SACE credits	70 SACE Points (Stage 2) <i>SACE credits listed are a guide only and are subject to change, for more information visit www.sace.sa.edu.au</i>	
Available to	Years 10, 11, 12	
Start date	Regular monthly intakes	
Length of Course	27 weeks (not including Xmas Holidays) (Accelerated learning options available)	
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 WHS, 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 or 5th TAS subject to achieve an Australian Tertiary Admission Rank (ATAR).	
Course Cost	\$TBA	

Unit Code	Unit Title	Hours
BSBTWK301	Use inclusive work practices	30
BSBWRT311	Write simple documents	30
BSBTEC302	Design and produce spreadsheets	35
BSBPEF301	Organise Personal Work Priorities	30
BSBESB301	Investigate business opportunities	25
BSBTEC303	Create electronic presentations	20
BSBTEC301	Design and Produce Business Documents	80
BSBCRT311	Apply Critical Thinking Skills in a Team Environment	40
BSBSUS211	Participate in Sustainable Work Practices	20
BSBWHS311	Assist with maintaining workplace safety	40
BSBXCM301	Engage in Workplace Communication	40
BSBPEF201	Support Personal Wellbeing in the Workplace	50
BSBWHS308	Participate in WHS Hazard identification, risk assessment and risk control processes	50
Total Hours		490

Student Requirements

Neat casual dress
Students are encouraged to bring their own laptop.

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?

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

For further information

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