



CRICOS PROVIDER  
NO. 01740M

# BSB30101 Certificate III in Business

Version Date: 14 April 2005

## **WHAT DOES THIS COURSE INVOLVE?**

This course will provide you with relevant and up-to-date information to assist you in the day-to-day administration of a business. Certificate III in Business is an ideal course for students who are either thinking about starting their own business, or are seeking a career in business. You will be taught the basics from how to plan for success to how to manage your own books and finances. You will also gain an understanding of the Internet and the computer programs necessary to maintain a small business.

The course is made up of 12 units of competency from the following list. Students who have permission to incorporate Certificate III level units as part of a Diploma of Business and who wish to be awarded the Certificate III in Business as an exit point must complete 12 units.

### **8 COMMON UNITS:**

<b>BSBCMN302A</b>	<b>Organise personal work priorities and development ~</b>
<b>BSBCMN305A</b>	<b>Organise workplace information</b>
<b>BSBCMN306A</b>	<b>Produce business documents</b>
<b>BSBCMN308A</b>	<b>Maintain financial records</b>
<b>BSBCMN311A</b>	<b>Maintain workplace safety</b>
<b>BSBCMN312A</b>	<b>Support innovation and change</b>
<b>BSBFLM303B</b>	<b>Contribute to effective workplace relationships</b>
<b>BSBADM302A</b>	<b>Produce texts from notes</b>
<b>BSBADM303A</b>	<b>Produce texts from audio transcription</b>

### **4 DOMAINS SPECIFIC UNITS:**

<b>BSBADM304A</b>	<b>Design and develop text documents</b>
<b>BSBADM305A</b>	<b>Create and use databases ~</b>
<b>BSBADM307A</b>	<b>Organise schedules</b>
<b>BSBADM309A</b>	<b>Process accounts payable and receivable ~</b>

Legend ~ denotes units required for maximum articulation to University after completing a Diploma.

## **WHAT ARE MY EMPLOYMENT OPPORTUNITIES?**

This course opens up a wide range of options for you. Upon its successful completion, you will be qualified to work in a number of roles within businesses. Certificate III graduates could seek employment in the following occupational areas: Clerical Officer – Receptionist – Accounts Clerk – Sales Clerk – Secretary – Production Secretary – Word Processing Operator – Payroll Clerk – Records Clerk – Receptionist – Personnel Records Clerk – Invoicing Officer.

## **HOW LONG DOES IT TAKE?**

The course duration is 20 weeks. Students usually complete the units in one semester.

**Note: All duration times stated are the maximum timeframe to complete the program and published fees cover this timeframe. Students who have not completed their qualification in the stated timeframe can continue the program at an additional cost.**

### **LEARNING MODEL**

This course uses a blended flexible learning model:

- Tutorials held onsite at King's International College, Reedy Creek, Gold Coast
- Online access to useful learning resources
- Printed Learning Package(Learning and Assessment Guides, and resources)
- Assessments.

### **RESOURCE REQUIREMENTS**

No textbooks required, as Learning Package is supplied at enrolment.

### **ENTRY REQUIREMENTS**

Students under 18 years of age must have parental/guardian approval.

Students must be competent in Literacy in order to fulfil course requirements. If you have literacy needs that may impair your ability to study this course please discuss this with an educator to arrange assessment. Overseas students require language proficiency of IELTS level 5.5 or equivalent.

### **SUPPORT**

King's undertakes a duty of care towards student and offers student support services.

### **RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning provides students an opportunity to have their current skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning.

The process requires students to gather evidence confirming their competency. An educator will advise you in this task. **Enquire if you think you qualify.**

### **COURSE FEES**

There is a non-refundable enrolment fee required upon receipt of your enrolment form. Your place will not be confirmed unless this payment has been made. This fee applies to all courses. Please contact the College to enquire about course fees.



**To Enrol or to find out more Information**

**Telephone + 61 7 5593 4386**

**KING'S INTERNATIONAL COLLEGE**

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