

BSB30115 Certificate III in Business

Business and Management

Entry Requirements

Academic Requirements

To undertake this course, your Language Literacy and Numeracy (LLN) skills must meet required standards for Certificate III level study.

Mature age students will also be considered without minimum education requirement but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. Candidates are advised to submit relevant work experience evidenced by work reference letter on company letterhead; work samples; and curriculum vitae.

Teaching Methods

Teaching is conducted in the classroom as well as in practical labs, when required to simulate real work environment. The delivery will include face to face teaching, lectures, discussions and learning activities

Assessments

Assessments comprise of written assignments and project works and role play.

Course Structure

12 units must be completed

Unit Code	Unit Name
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Core Units

- BSBWHS302 Apply knowledge of WHS legislation in the workplace

Elective Units

- BSBCUS301 Deliver and monitor a service to customers
- BSBDIV301 Work effectively with diversity
- BSBITU304 Produce spreadsheets
- BSBCMM301 Process customer complaints
- BSBITU302 Create electronic presentations
- BSBWOR301 Organise personal work priorities and development
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- BSBWRT301 Write simple documents
- BSBCUS403 Implement customer service standards
- BSBADM405 Organise meetings
- BSBITU306 Design and produce business documents

www.anc.vic.edu.au

Australian National College Pty. Ltd

Level 1, 58 Franklin Street, Melbourne, Victoria - 3000 AUSTRALIA

Ph + 61 3 9662 3300 | E admissions@anc.vic.edu.au

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