Certificate III in Business

BSB30115

CHOOSE THE BUSINESS SKILLS YOU NEED TO START YOUR CAREER IN BUSINESS
About This Course

The Certificate III in Business will ensure that you develop key business skills in customer service and workplace safety, and then provides the flexibility to allow you to choose electives that suit your specific needs. Elective options include business writing, cross selling, time management, purchasing and many office computer applications such as word processing and desktop publishing.

By selecting the subjects that best suit you, the Certificate III in Business will give you the necessary skills you need to stand out in the world of business! And with the help from our experienced Student Advisers, you will be able to learn new skills and gain the practical knowledge you need to achieve your career goals.

Subject Choices

3 - 6 Electives are required (depending on subjects chosen)

- Contribute to WHS Compliance
- Critical Service Skills
- Write Business Documents
- Word Processing Skills (E)
- Prioritising Work Responsibilities (E)
- Manage Online Transactions (E)
- Outlook - Email Communication (E)
- Keyboarding Skills (E)
- Purchase Business Resources (E)
- Leadership - An Introduction (E)
- PowerPoint Presentations (E)
- Spreadsheets - An Introduction (E)
- Workplace Mail and Documents (E)
- Recordkeeping Functions (E)
- Essential Selling Skills (E)
- Desktop Publishing Introduction (E)
Key Course Facts

**Start Date:**
Start immediately

**Duration:**
Complete within 8 months

**Delivery Options:**
On-line/Correspondence

**Group Training:**
Workshops available

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**Course Fees:** $3,300  All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

**New Entrant Traineeship Fees for this Qualification:**

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**Existing Worker Traineeship Fees for this Qualification:**

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**Subsidised Training Options for this Qualification:**

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* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment
Entry Requirements

Reading and Writing Skills
The course is an online correspondence course so you need to have basic English reading and writing skills, or higher. As a guide - you should have completed Year 10 schooling, or have proven workplace written communication skills.

Spoken English Skills
To ensure successful completion of this course you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

Computer and Internet
- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (i.e. Excel, Powerpoint, Publisher)

Other
- Ability to study and conduct assessments in a safe environment
Subject Descriptions

Core Subjects:

Contribute to WHS Compliance

Work Health & Safety policies, procedures and compliance are the focus of this safety subject. The subject looks at identifying key safety practices in a workplace. It covers workplace evacuations as well as identifying relevant safety training and procedures that may be required. It covers a foundation in the legal obligations and is a good solid base for understanding safety responsibilities.

Unit(s):
BSBWH302 - Apply knowledge of WHS legislation in the workplace

Critical Service Skills

Customer service is a key function in all job roles. This subject provides information and knowledge on identifying the customers needs and delivering good customer service. As well as covering practical service skills there is specific emphasis on customers with special needs, working in a culturally diverse workplace and effective complaint handling skills. In this subject you will also learn about typical procedures that businesses want applied to any complaints received, and how to best adapt your communication to the specific needs of the customer.

Unit(s):
BSBDIV301 - Work effectively with diversity
BSBCUS301 - Deliver and monitor a service to customers
BSBCMM301 - Process customer complaints

Write Business Documents

Learn to develop a good writing style for creating standard business documents such as letters, invoices, memos and emails. You will also get tips on reviewing, proof reading and editing documents, as well as how to safely save and store them. Practical activities ensure that you have the necessary skills to organise information, communicate with work colleagues and write clearly.

Unit(s):
BSBWRT301 - Write simple documents
BSBINM301 - Organise workplace information
Elective Subjects: 3 - 6 Electives are required (depending on subjects chosen)

**Word Processing Skills**

Learn key word processing skills that will allow you to create template documents, design and prepare multiple page documents, use mail merge and apply styles in accordance with any organisational style guides. You will also learn how to insert tables and images and an excel graph or chart into your word document to improve its readability and appeal.

Unit(s):

BSBITU303 - Design and produce text documents
BSBITU306 - Design and produce business documents

**Prioritising Work Responsibilities**

Being able to organise personal work priorities is an essential job skill. Learn how to set and meet work priorities through time management and planning your work schedule. Skills to identify potential problems and prevent stress in the workplace are also covered. Also learn the importance of professional development activities.

Unit(s):

BSBWOR301 - Organise personal work priorities and development

**Manage Online Transactions**

Online transactions are an integral part of business today. This subject gives an overview of the elements of those transactions including: e-commerce, navigating the internet securely, online shopping, electronic banking and online purchasing. The subject also prompts for the terms and conditions of the online purchase to be checked.

Unit(s):

BSBITU305 - Conduct online transactions

**Outlook - Email Communication**

Outlook is the most commonly used email communication program used by businesses. Throughout this subject you will learn how to use the different features and functions that Outlook has to offer, such as creating emails, contacts and tasks. Learn how to get organised by creating folders and scheduling appointments and meetings for both yourself and others.

Unit(s):

BSBADM307 - Organise schedules

**Keyboarding Skills**

Keyboarding Skills focuses on developing touch typing skills, and also using keyboard functions and short cuts. Important proofreading tips as well as safe computer work practices are addressed. Students are allowed to practice online with this subject so that they can achieve 30 words per minute at an accuracy of 98% and are issued a separate document evidencing their typing speed.

Unit(s):

BSBITU307 - Develop keyboarding speed and accuracy
Purchase Business Resources

Significant cost savings can be made by managing the purchasing process. This subject looks at ways to cost equipment replacement, consumables and maintenance, and how to follow a companies purchasing procedures.

Unit(s):

- BSBADM311 - Maintain business resources
- BSBPUR301 - Purchase goods and services

Leadership - An Introduction

This subject gives students a grounding in leadership by giving an overview of the fundamentals, such as leadership styles, building trust, problem solving and delegating.

Unit(s):

- BSBFLM312 - Contribute to team effectiveness
- BSBFLM303 - Contribute to effective workplace relationships

PowerPoint Presentations

PowerPoint is a powerful tool to prepare easy to read presentations. This subject covers the importance of being clear about the purpose of your presentations and looks at what you will need to do to prepare and plan your PowerPoint Presentation. Learn how to add content to your Presentation including hyperlinks, clip art, sounds and videos.

Unit(s):

- BSBITU302 - Create electronic presentations

Spreadsheets - An Introduction

In this introductory subject, learn the fundamentals of working with excel and creating formulas. Content also covers ways to design spreadsheets to improve the layout of information, as well as how to create graphs or charts. You will be amazed at the potential excel offers you to improve work processes and manage data.

Unit(s):

- BSBITU304 - Produce spreadsheets

Workplace Mail and Documents

This subject covers the handling and receipt of incoming and outgoing mail in accordance with Australia Post Guidelines. Topics also address other delivery systems such as couriers and DX mail. A key focus is to learn how to find the most cost effective delivery option that meets your required time frame for delivery.

Unit(s):

- BSBINM303 - Handle receipt and despatch of information

Recordkeeping Functions

Record Keeping Functions is an introduction to records and the record keeping process. This subject will cover the legislative requirements of the specialist field of records management as well as records creation, and capturing and classifying records. The content also covers the processes to register and tracking records as well as audits and key record keeping policies.

Unit(s):
Essential Selling Skills

Essential sales skills include identifying the customers' needs and the features of the product or service that will most benefit them. This requires good interpersonal and communication skills as well as the ability to be accurate when processing the sale. This subject covers these essential sales skills.

Unit(s):
- BSBCEU304 - Provide sales solutions to customers
- FNSSAM301 - Identify opportunities for cross-selling products and services

Desktop Publishing Introduction

This specialist desktop publishing subject shows you how to use the program Publisher to learn essential skills to create business cards, flyers, and newsletters. You will learn about using margin guides, text boxes, and inserting information. This subject requires students to download a trial version of Publisher, or to have it already.

Unit(s):
- BSBITU309 - Produce desktop published documents
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2 000 employers and 25 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards. We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Personal Contact for the Right Start
When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have. They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Speedy Paper-less Enrolment
Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment
Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser
You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback
All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Pro-active Learner Support
The support won’t stop! Contact from your College Student Adviser will continue every month, based on the level of help you need. Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials
Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course. The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates
For employment based enrolments all supervisors will be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.