

Certificate III in Business – BSB30115 (Skill Set)

Business and Finance

The nationally recognised **BSB30115 Certificate III in Business** course will prepare you for such roles as customer service advisor, data entry operator, general clerk or payroll officer.

This course will help you to develop skills in customer service, financial processes and resources coordination. You will also learn to create documents, databases, spread sheets and presentations, as well as how to organise your work priorities and identify opportunities for personal development.

Competencies: This skillset can provide up to 20 Stage 2 SACE Credits.

National Code	Unit Name**	Nominal Hours
	<i>** Please note: units may be subject to change depending on providing RTO</i>	
BSBITU313	Design and produce text documents	90
BSBITU314	Produce spread sheets	35
BSBDIV301	Work effectively with diversity	30
	Total Hours (approx.) :	155

Course pathway on completion:

- Traineeship or apprenticeship
- Employment opportunities in clerical and finance
- Business management
- Data entry operator
- General clerk
- Word processing operator
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This course is delivered at Port Augusta Secondary School by Career Employment Group (CEG).