

Course Details - Competencies form part of the BSB30115 Certificate III in Business. - Marden Senior College

EASVA Title	Short Course Business Skills Cluster									
Qualification	Competencies form part of the BSB30115 Certificate III in Business. Students will be issued with a Statement of Attainment outlining the units of competency that they have successfully completed within this short course.									
RTO	Marden Senior College									
Host Organisation	Marden Senior College									
Course Length	1 Semester (0.5 years)									
Course Description	This course has been designed to prepare students with the skills and knowledge to develop a range of business skills. Providing pathways to further education, this course includes studies in technology, information handling, communication and organisation skills.									
Pathways	On completion of this Skills Cluster, students may go on to complete the full Certificate III in Business qualification. Graduates of the full Certificate III in Business qualification may seek employment in the following occupational areas: Clerical Assistant, Data Entry Operator, Administrative Assistant, Receptionist, Filing clerk, etc. Alternatively, at the completion of this certificate an individual may enter into higher education such as the Certificate IV in Business in a range of fields including administration, sales, marketing/communication and leadership management.									
Delivery Location(s)	Marden Senior College, 1-37 Marden Road, Marden, SA, 5070									
Dates and Times	18 weekly sessions at Marden Senior College on Fridays from 08:45 until 12:55. Commencement date 05/02/21.									
Work Placement	0 days									
SACE Details	SACE Stage 2, 20 SACE credits									
Units Of Competency	<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">Elective</td> <td style="width: 20%;">BSBITU312</td> <td>Create electronic presentations (20 nominal hours)</td> </tr> <tr> <td></td> <td>BSBITU313</td> <td>Design and produce digital text documents (90 nominal hours)</td> </tr> <tr> <td></td> <td>BSBWRT301</td> <td>Write simple documents (30 nominal hours)</td> </tr> </table> <p>Nominal hours are used for SACE purposes and are not reflective of actual delivery hours Students will be issued with a Statement of Attainment outlining the units of competency that they have successfully completed within this short course.</p>	Elective	BSBITU312	Create electronic presentations (20 nominal hours)		BSBITU313	Design and produce digital text documents (90 nominal hours)		BSBWRT301	Write simple documents (30 nominal hours)
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	BSBITU313	Design and produce digital text documents (90 nominal hours)								
	BSBWRT301	Write simple documents (30 nominal hours)								
Training Cost	\$180.00 Students home school will be invoiced.									
Other Costs	None Students to supply own USB									
Cost Notes	In addition to the course cost, an administration fee \$100 per enrolment will apply for non-government school.									
Number Of Students	Minimum 10 Maximum 13									
Selection Process	Must have Satisfactory pass at Year 10 English and Year 10 Maths									
Orientation Details	Undertaken in first week of course – LLN Test									
Public Transport	Bus lines stopping near Marden Senior College: Using OG Road 300 Suburban Connector, plus other 300 route variations, W90. Using Payneham Road 174, 178. Using O' Bahn at Klemzig Interchange C1, C2, M44, J1, J2, 500 – 507, 541, 544, 548, 556, 557, G40									
Contact Person	Ms Heather Thomas, Phone 8366 2869									