



# Windsor Institute of Commerce



## Certificate III in Business BSB30101



(CRICOS 046380C)

To be awarded a Certificate III learners' must demonstrate competency in 12 units of competency at AQTF level III. The course described here has been developed as a standard course of learning that is suitable for learners progressing to Diploma and Advanced Diploma Level studies and then on to further academic studies. It is also suitable for entry level employees to the workplace where they are expected to apply known solutions to a predictable range of problems and to take responsibility for their own work outputs and some limited responsibility for the outputs of others.

Subject	Nominal Hours	Competency	Description
Business Principles			(Underpinning skills and knowledge for Certificate III students)
Business Communication	80	BSBADM302A	Produce texts from notes
		BSBCMN305A	Organize workplace information
		BSBCMN306A	Produce business documents
		BSBCMN311A	Maintain workplace safety
		BSBCMN302A	Organize personal work priorities & development
Presentations & Meetings	80	BSBADM302A	Produce texts from notes
		BSBMKG407A	Make a presentation
		BSBADM307A	Organize schedules
		BSBADM405A	Organize meetings
		BSBCMN304A	Contribute to personal skill development and learning
Business Computing	80	BSBCMN312A	Support innovation & change
		BSBADM304A	Design and develop text documents
		BSBADM305A	Create and use databases
		BSBADM306A	Create electronic presentations
Team Building	80	BSBCMN214A	Create and use simple spreadsheets
		BSBFLM303B	Contribute to effective workplace relationships
		BSBFLM304A	Participate in work teams
		BSBFLM404A	Lead work teams
Client Relationships	80	BSBCMN404A	Develop teams and individuals
		BSBCMN301A	Exercise initiative in a business environment
		BSBCMN209A	Provide information to clients
		BSBCMN309A	Recommend products & services
Client Relationships	80	BSBCMN310A	Deliver & monitor a service to customers
		BSBMKG406A	Build client relationships
Total Nominal Hours	400		
Delivery	Lectures in support of the competencies may be delivered consecutively or concurrently over a multiple week cycle. Flexible learning pathways are offered within the study sessions to maximise the learning experience.		
<p><b><u>Elective units of competency</u></b> The college at its discretion may offer any of the following units of competency or any other units from the Business Services Training Package or any other endorsed Training Package in lieu of the above-mentioned units to accommodate students' current or future work requirements.</p>			
Subject	Nominal Hours	Competency	Description



# Windsor Institute of Commerce

Introduction to Marketing	80	<b>BSBMKG301A</b>	Research the market
		<b>BSBMKG302A</b>	Identify marketing opportunities
		<b>BSBMKG401A</b>	Profile the market
		<b>BSBMKG405A</b>	Implement and monitor marketing activities
Accounting	80	<b>BSBADM308A</b>	Process payroll
		<b>BSBADM309A</b>	Process accounts payable and receivable
		<b>BSBADM310A</b>	Maintain a general ledger
Sales	80	<b>BSBSLS301A</b>	Develop product knowledge
		<b>BSBSLS302A</b>	Identify sales prospects
		<b>BSBSLS303A</b>	Present a sales solution
		<b>BSBSLS304A</b>	Secure prospect commitment
		<b>BSBSLS305A</b>	Support post sales activities
		<b>BSBSLS306A</b>	Self-manage sales performance

### Certificate III

The worker will normally be engaged in a workplace in which they:

- demonstrate some relevant theoretical knowledge;
- apply a range of well-developed skills;
- apply known solutions to a variety of predictable problems;
- perform processes that require a range of well-developed skills where some discretion and judgement is required
- interpret available information using discretion and judgement;
- take responsibility for their own outputs in work and learning;
- take limited responsibility for the output of others.