





# Windsor Institute of Commerce

 <small>NATIONALLY RECOGNISED TRAINING</small>	<b>School of E-Commerce</b> <b>Certificate III in E-Business (BSB30601)</b>	 <small>NSW Vocational Education &amp; Training Accreditation Board</small>
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<b>Business Computing</b> (80h)	BSBADM 304A	Design and develop text documents
	BSBADM 305A	Create and use databases
	BSBADM 306A	Create electronic presentations
	BSBCMN 214A	Create and use simple spreadsheets
<b>Business Communication</b> (80h)	BSBADM 302A	Produce texts from notes
	BSBCMN 305A	Organise workplace information
	BSBCMN 306A	Produce business documents
	BSBCMN 311A	Maintain workplace safety
	BSBCMN 302A	Organise personal work priorities & development
<b>Trade Online</b> (80h)	BSBEBUS 304A	Buy online
	BSBEBUS 305A	Sell online
	BSBEBUS 306A	Make payments online
	BSBEBUS 307A	Bank online
	BSBEBUS 404A	Trade Online
<b>Online Communication and Research</b> (80h)	BSBEBUS 301A	Search and assess online business information
	BSBEBUS 302A	Use and maintain electronic mail system
	BSBEBUS 303A	Participate in a virtual community
	BSBEBUS 401A	Conduct online research
<i>Elective: Web Page Design</i> (80 h)	ICPMM65dA	Create web pages with multimedia
<i>Additional Electives at Certificate III level</i>		Introduction to Marketing
		Business Principles
		Sales
		Accounting

*Note: Electives subject to availability*

### 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.