

# Business Services

Diocese of Lismore Catholic Schools Limited 45649

## Topics Studied Include...

- Assist with maintaining workplace safety
- Support personal wellbeing in the workplace
- Write simple documents
- Use business software applications
- Design and produce business documents
- Deliver and monitor a service to customers
- Design and produce spreadsheets
- Create electronic presentations
- Use digital technologies to communicate in a work environment
- Apply critical thinking skills in a team environment
- Participate in sustainable work practices
- Organise personal work priorities
- Engage in workplace communication
- Use inclusive work practices

Become a valued part of the workplace and make yourself highly employable in any environment. Business Services prepares students for an entry-level position in business administration. The course covers the essential skills required in business, including customer service, communication, record-keeping, business technology and Microsoft Office applications.

This course is suitable for students who are interested in a role in office administration, information processing, customer service and organisational procedures. It is also a useful springboard for students who want to learn current and transferable skills which they can apply in any industry. Students can build on this fundamental qualification by specialising later, eg in information management, financial services, or human resources.

### ASSESSMENT

Assessment strategies include:

- Observation and demonstration
- Portfolios of work
- Integrated practical tasks
- Competency tests
- Role play simulations

### FURTHER STUDY

Certificate IV Business, Diploma of Business, Bachelor of Business

### Certificate III in Business - BSB30120

<b>Recognition</b>	Nationally recognised AQF Training Qualification
<b>Course Hours</b>	240 hours
<b>Course Type</b>	Board Developed *
<b>Duration</b>	2 years
<b>Unit Value</b>	2 unit Preliminary & 2 unit HSC
<b>Workplacement Year 12</b>	Mandatory 120 hrs Extension will be offered to students wanting a career in this industry
<b>School-based Traineeships (SBT) possible</b>	Opportunity to complete a SBT within the Business Industry.

### CAREER PATHWAYS

Administration Assistant, Accounts Payable Officer, Communication Assistant, Data Entry Operator, Marketing, Project Officer, Receptionist, Social Media Officer.

### PERSONAL REQUIREMENTS

- Well organised
- Ability to work as a member of a team
- Aptitude for working with computers
- Good oral and written communication skills



To find out more scan the QR code to visit [newmancollege.live/courses/business-services](https://newmancollege.live/courses/business-services)



For information on subject-specific costs scan the QR code to visit [newman.nsw.edu.au/fees-explained](https://newman.nsw.edu.au/fees-explained)

