



Statement of Attainment in Business

Course Overview

This course provides an introduction to the writing and presenting of workplace documents. It will cover the basic functions and presentation of material in Microsoft Word, Excel, and PowerPoint.

Benefits

- Enhanced career opportunities for entry level roles in administration.
- Skill development to generally improve efficiency and effectiveness in the digital environment
- Access to experienced trainers and community sector experts

Learning Outcomes

In this course you will learn how to:

- Plan, draft and finalise a simple workplace document, including determining required format, style and structure of the document
- Use a variety of computer applications to produce business documents
- Plan, design and develop spreadsheets using spreadsheet applications. This includes producing charts.
- Plan, design and develop electronic presentations using various design features

Career Opportunities

Students undertaking this course will have enhanced career opportunities for entry level roles including administration. The skills learnt in this course support any role where a fundamental application of computer skills is required. These units also provide a pathway to BSB30120 Certificate III in Business and other qualifications from the Business Services Training Package.

Course Duration

This course runs for two (2) days per week, 9.00 am to 3.30 pm for five (5) weeks.

Units of Competency

The topics covered include:

- BSBWRT311 Write simple documents
- BSBTEC301 Design and produce business documents
- BSBTEC302 Design and produce spreadsheets
- BSBTEC303 Create electronic presentations



Entry Requirements

You must attend face to face training. Please note that you will need reading skills to be able to read and interpret instructions, proofread documents and use technology to check for grammar and spelling, write simple documents.

Students will need to undertake a short language, literacy and numeracy quiz prior to enrolment. This quiz will help us to determine the appropriate level of academic support that will be needed to help you to successfully complete your training and assessment.

To access any funding if it is available, you must be:

- At least 15 years of age
- no longer at school;
- Australian citizen, Australian permanent resident, Australian humanitarian visa holder or New Zealand citizen;
- living or working in NSW.

Assessment

You will be assessed using a combination of theory and practical assessments. These assessments will be completed in class time.

Accreditation & Award

On successful completion of your training and assessment you will be eligible to receive a Statement of Attainment in Business for the units listed above.

Delivery Locations

We deliver this course in the following locations

Batemans Bay

Ulladulla

Fees & Funding

If you would like to find out more about the course, obtain a quote or to discuss any potential opportunities to access funding, please, call the College on 02 4472 9202 or v email us on admin@southcoastcolleges.edu.au

