

Business Administration (Medical)

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Business Administration (60 hours)	1 unit x 1 year	41948	Enter this course number for HSC (Year 12)

TAFE course name	TAFE course number
Business Administration (Medical)	17810

AQF VET qualification
Certificate III in Business Administration (Medical) (BSB31107) (when combined with courses from the Business Services Curriculum Framework)

Minimum work placement
14 hours

Exclusions
Nil

HSC unit credit and course requirements

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

Business Administration (Medical) (60 indicative hours)

- accredited for a total of 1 unit at the Preliminary or HSC level
- attempt units of competency to a minimum of 60 HSC indicative hours.

For a course to count towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

Access including access by students in Years 9 and 10 (Stage 5)

Students undertaking this course must be currently entered in, or have completed, Business Services (240 indicative hours) and 180 HSC indicative hours of Business Services Specialisation Study from the Business Services Curriculum Framework.

In certain circumstances students in Years 9 and 10 (Stage 5) may access this Stage 6 VET course. Further information is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html

Course content

Unit code	Unit title	Unit-specific prerequisite	Status for AQF VET qualification	HSC indicative hours of credit
BSBMED302B	Prepare and process medical accounts	nil	Group A units Medical Services Administration (min 5 req'd)	25
BSBMED303B	Maintain patient records	nil	Group A units Medical Services Administration (min 5 req'd)	15
BSBMED304B	Assist in controlling stocks and supplies	nil	Group A units Medical Services Administration (min 5 req'd)	15

AQF VET qualification

To attain Certificate III in Business Administration (Medical) (BSB31107) students must achieve 13 units of competency including:

- a) 2 core units of competency
- b) 11 elective units of competency
 - 5 elective units must be selected from Group A units listed
 - 4 elective units must be selected from Group B units listed.