



Certificate III in Business Administration (BSB30407)



Are you trying to get back into the work force or looking for a career change?

Our **Certificate III In Business Administration** course provides the knowledge and practical skills to gain employment in a variety of positions within an office environment. You will study computing subjects such as Word and Excel as well as MYOB to understand the financial units. You will also undertake other units that cover aspects of being an efficient administrator.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.

Prerequisite Requirements

There are no pre-requisite requirements for individual units of competency

Course Pathway

After achieving the BSB30407 Certificate III in Business Administration, candidates may undertake the BSB40207 Certificate IV in Business, a qualification for those seeking to develop more specialised technical skills and knowledge for working in a range of business environments. Students may also undertake a range of other Certificate IV qualifications.



Course structure

Successful completion of this course requires the fulfillment of 13 units of study: 2 core units and 11 elective units

Core Units:

- BSBITU307A - Develop keyboarding speed and accuracy
- BSBOHS201A - Participate in OHS processes

Elective Units:

- BSBITU303A - Design and produce text documents
- BSBITU306A - Design and produce business documents
- BSBWRT301A - Write simple documents
- BSBADM302B - Produce text from notes
- BSBITU304A - Produce spreadsheets
- BSBFIA303A - Process accounts payable and receivable
- BSBFIA304A - Maintain a general ledger
- BSBFIA301A - Maintain Financial Records
- BSBFIA302A - Process payroll
- BSBWOR204A - Use business technology
- BSBIND201A - Work effectively in a business environment

Assessments

Competency based training is concerned with assisting people to achieve specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

Course delivery information

Cost:	\$1820.00 (<i>Payment plans are available</i>)
Course capacity:	<i>Maximum of 12</i>
Location:	27 Evans Street, Maroochydore (near the Sunshine Plaza)
Delivery method:	Mixed mode – face-to-face and self-study
Duration:	12 weeks (one day face-to-face)
Dates for 2012:	7 Feb – 1 May 2012 <i>enrolling now ***</i>  5 June – 21 August 2012 11 Sept – 4 December 2012

Enrolment process

If you would like to enrol on any of the above course dates or request further information please contact us on **07 5451 1737** or via email at **info@sutherlandcomputers.com.au**. We look forward to hearing from you.

