



Certificate III in Business Administration (BSB30407)

This nationally recognised qualification is designed to give you the know-how in the day-to-day, hands-on workings of business. You'll learn the effective use of technologies like word processing, spreadsheets and presentation software. You'll also find out how to address issues of change management and the value and how to make appropriate use of initiative in business environments.

It can lead to better career opportunities for those seeking employment in an administrative support role, for example as human resources clerks, accounts clerks, data entry operators, receptionists and administration assistants.

Who should enrol?

It is recommended for those who have basic administrative and computing skills and wish to improve these skills. It is also recommended for those who have completed some business studies or have some working experience. This course prepares you to work in job roles such as:

- Administrative Assistant
- Corporate Receptionists
- Legal Receptionists
- Admissions Clerk
- Medical Receptionists
- Office / Sales Assistant
- Team Leader
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Data Entry Operator
- Office Administrator

Do I need any skills?

To enrol in this course you must be able to demonstrate approximately Year 10 levels of mathematics, reading and writing skills.

Delivery Mode

The course is available through flexible workplace training, face-to-face in a classroom, or a combination of both. If you choose to complete this course through your workplace your trainer will work with you to design a program that is tailored to your job role.

You will be assessed according to your competencies and you will have a range of options for demonstrating your skills and knowledge. Your trainer will help you to plan your assessment to ensure the most suitable methods for your circumstances are used.

Assessment

Assessment is based on competency, that is the ability to demonstrate specific skills, and is undertaken through a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. On-the-job assessment may be either undertaken in the workplace, or in a simulated workplace environment.

Recognition of Prior Learning

You may have already completed units in this course, gained skills or knowledge through other courses or training, or acquired the necessary skills and knowledge through experience. If so you may be able to receive formal recognition that can be credited towards your qualification.

Course requirements

- 13 units of competency are required to complete this qualification.
 - 2 units are compulsory, 7 administration units must be undertaken and 4 elective units must be chosen
- Elective units are chosen from the unit selections in line with the actual tasks being performed in the workplace and in accordance with the needs of the individual, group or workplace.

Course Content

Recommended program:

CODE	TITLE	CORE/ ELECTIVE
BSBITU307A	Develop keyboarding speed and accuracy	Core
BSBOHS201A	Participate in OHS processes	Core
BSBWOR301A	Organise personal work priorities and development	Elective
BSBWRT301A	Write simple documents	Admin
BSBITU303A	Design and produce text documents	Admin
BSBFIA301A	Maintain financial records	Elective
BSBFIA302A	Process accounts payable and receivable	Admin
BSBFIA303A	Maintain a general ledger	Admin
BSBFIA304A	Process payroll	Admin
BSBADM307B	Organise Schedules	Admin
BSBITU304A	Produce spreadsheets	Admin
BSBCUS301A	Deliver and monitor a service to customers	Elective
BSBPRO301A	Recommend products and services	Elective

Investment

You may be eligible to undertake this course free as part of a [Traineeship](#) or under the [Productivity Places Program](#). To find out more or to receive a quote please contact us.



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