



## Course Outline

### BSB30415 Certificate III in Business Administration

#### Start your career in Business Administration

Do you want to be a:

- Personal Assistant
- Accounts Officer
- Office Administrator
- Receptionist
- Administration Assistant

This an entry-level qualification for anyone wishing to commence a career in the Business Administration sector or have their knowledge and skills recognised.



This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support a team.

Business administration roles involve a wide range of skills including using various computer packages, working with others, diary management, accounts receivable and payable, data entry and records management.

#### What will I learn?

Topics covered in this course include:

- Using a range of business technology
- Microsoft Word, Excel and PowerPoint
- How to produce a variety of documents
- Quality customer service
- Work with others
- Understanding diversity in the workplace
- Working within and contributing policies and procedures
- Understanding and implementing health and safety

#### How is it delivered?

This course is available through the following options:

- **Face-to-face training** is offered through workshops, self-paced study, vocational placement and tutorial support.
- **Distance training** is delivered through blended learning including self-paced study using workbooks and supported with phone and email tutorial support. A range of options are available to best suit your learning style.

## Units of Competency

### How many units are needed for the qualification?

You must be assessed as competent in a total of 13 units of competency 2 core and 11 electives—to be awarded the BSB30415 Certificate III in Business Administration.

#### Core

- BSBITU307 Develop keyboarding speed and accuracy
- BSBWHS201 Contribute to health and safety of self and others

#### Electives

- BSBWOR301 Organise personal work priorities and development
- BSBITU309 Produce desktop published documents
- BSBITU306 Design and produce business documents
- BSBITU303 Design and produce text documents
- BSBCUS301 Deliver and monitor a service to customers
- BSBITU304 Produce spreadsheets
- BSBITU302 Create electronic presentations
- BSBADM307 Organise schedules
- BSBWRT301 Write simple documents
- BSBWOR204 Use business technology
- BSBADM311 Maintain business resources

## Course information

### Practical Experience

As part of the face-to-face program, we will give you the opportunity to practice the skills learnt in a simulated environment. This will also form part of your assessment activities.

For Distance Learners, it is strongly recommended that you find an opportunity to do work experience. This could be in a volunteer situation.

### Required Resources

In undertaking this course, you will need access to a computer internet access and the Microsoft Office suite of programs.

If find you cannot find access to these resources, please contact us.

These resources are required for undertaking practice activities and assessments.

### Recognition of Prior Learning

Your history of life and work experiences as well as formal and informal training. This may be applied using the Recognition of Prior Learning (RPL) process. All students are offered RPL upon enrolment or commencement of training. Documentary evidence will be required.

## Resources

Students will be provided with:

- Workbooks and Assessment Guides for each unit
- Student Handbook and Course Guides
- Access to additional supports

## Funding & Costs

This qualification is offered through:

- User Choice Traineeships
- Certificate 3 Guarantee
- Engaging Communities for Learning
- Fee-for-Service

You can refer to the following documents for further information:

- Course Fee Guide
- Funding & Program Fact Sheet
- Policies & Procedures
- Handbooks

## How do I enrol?

You can download the enrolment form directly from our webpage, have it emailed to you or drop in and see us.

If you are not ready to enrol but are interested, please contact us or visit our webpage.

## Want more information?

Visit: [www.cedarcentre.com.au](http://www.cedarcentre.com.au)

Call: 07 4512 6770

Email: [info@cedarcentre.com.au](mailto:info@cedarcentre.com.au)

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