

BUSINESS ADMINISTRATION

*Take a step forward in your
Business Administration Career*



This qualification will help you develop and strengthen your Office Administration skills.

This course covers essential skills such as:

- Creating databases
- Organising schedules
- Creating electronic presentations
- Processing payroll

BSB30415 Certificate III in Business Administration

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

COURSE ENTRY REQUIREMENTS

There are no entry requirements for this qualification.

Illawarra ITeC require students to have average english, reading and writing skills, or higher and should have completed Year 10 or above schooling, or have sound workplace written communication skills. Participants will be required to complete a Language, Literacy & Numeracy (LLN) Assessment prior to enrolment.

UNITS OF STUDY

To be awarded a full qualification in Certificate III in Business Administration - BSB30415 you will need to be assessed as competent in 2 core plus 11 elective units of competency (13 units of competency). A Statement of Attainment will be issued for units deemed competent if a full qualification is not achieved.

BSB30415 - Certificate III in Business

UNIT CODE	UNIT NAME
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBFIA304	Maintain a general ledger
BSBITU302	Create electronic presentations
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBITU309	Produce desktop published documents
BSBCUS301	Deliver and monitor a service to customers
BSBFIA301	Maintain financial records
BSBITU301	Create and use databases
BSBWOR301	Organise personal work priorities and development



Job Roles & Career Opportunities:

- Accounts Receivable/Payable Clerk
- Data Entry Operator
- Office Administrator
- Receptionist

DELIVERY

This course can be delivered as class based, mixed mode (workshops and distance/correspondence) and may also be eligible to be delivered as an on-the-job Traineeship, through VET in Schools or as a School Based Traineeship.

Recognition of Prior Learning (RPL):

The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. To apply for Recognition of Prior Learning in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Credit Transfer:

If you have successfully completed exactly the same unit of competency or a unit similar in content and outcome to one in your current course, your previous result may be transferred (Credit Transfer). Your assessor will decide whether you are able to receive an automatic Credit Transfer.

STUDENT SUPPORT

The Illawarra ITeC is committed to ensuring that all students are offered:

- Practical and reasonable support to complete their qualification.
- Guidance on career paths.
- Training and Assessment that is flexible to meet clients needs.
- Students will receive regular support and assistance from their mentor or trainer.
- Language, Literacy and Numeracy (LLN) is assessed prior to beginning a course and students are offered support through learning and assessment that may include both internal support and referral to external support providers.

Unique Student Identifier (USI)

It is a requirement that all students completing a nationally recognised VET Qualification or Statement of Attainment have a Unique Student Identifier (USI) prior to enrolment. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-usi>.

COURSE FEES

Information about fees and charges will be discussed prior to enrolment with you and/or the third party (such as employer, school etc.) who will be paying the tuition fees and clients of ITeC pay an agreed fee prior to commencement of the program.

Some students may be eligible for concession fees or a scholarship (under NSW Smart & Skilled).

The course is also offered on a fee for service basis for people that are not eligible for subsidies under a government funded program.

Refunds are made in accordance with Illawarra ITeC's Refund Policy and Procedure.

Please contact ITeC and speak to one of our staff who will be able to provide further information regarding the course delivery and fees.

Illawarra ITeC
Phone: 02 4223 3100
Email: itec@illawarraitec.com.au