



Course Information  
Certificate III Business  
Administration  
BSB30407

## Certificate III in Business Administration BSB30407

### Descriptor:

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

### Jobs and opportunities:

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

### Entry requirements:

Successful completion of the Certificate II in Business or 6 months relevant industry experience in an office environment is recommended.

### Start:

Course commencement dates: 30 January 2012, 5 March 2012, 16 April 2012, 4 June 2012, 3 September 2012, 22 October 2012.

### Location:

Cairns Business College, 91-97 Mulgrave Road, Parramatta Park, Cairns QLD 4870

### Study Mode:

Full time up to 14 weeks.

### Recognition of Prior Learning (RPL):

RPL recognises your existing experience gained through life or work for which you may not have obtained a formal qualification. We will work with you to identify your existing skills, and assess if you can then achieve a full or part qualification.

This also helps to avoid unnecessary duplication of training, saving you time and money.

**Other information:**

Please be aware that you will also be required to supply textbooks and a USB memory stick at your own cost.

**Assessment Procedures:**

This program has a variety of assessment methods including written, oral, practical role plays and simulated office environment assessments.

**Subject list:**

<b>BSBOHS301B</b>	Apply knowledge of OHS legislation in the workplace
<b>BSBITU307A</b>	Develop keyboarding speed and accuracy
<b>BSBFIA303A</b>	Process accounts payable and receivable
<b>BSBADM307B</b>	Organise schedules
<b>BSBITU302B</b>	Create electronic presentations
<b>BSCUS301A</b>	Deliver and monitor a service to customers
<b>BSBWRT303A</b>	Design and produce text documents
<b>BSBWRT306A</b>	Design and produce business documents
<b>BSBWOR301A</b>	Organise personal work priorities and development
<b>BSBFIA301A</b>	Maintain financial records
<b>BSBDIV301A</b>	Work effectively with diversity
<b>BSBWRT304A</b>	Produce spreadsheets
<b>BSBWRT301A</b>	Write simple documents