



Course Information Certificate III Business BSB30107

Certificate III in Business BSB30107

Descriptor:

This qualification reflects the role of individuals who apply a broad range of business competencies in varied work contexts, using discretion and judgement. They may provide technical skills 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:

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