



# **BSB30201 Certificate III in Business Administration**

CRICOS PROVIDER  
NO. 01740M

Updated for 2004

## **WHAT DOES THIS COURSE INVOLVE?**

This course will provide you with relevant and up-to-date information in a practical manner to assist you in the day-to-day administration of a business. Certificate III in Business Administration is an ideal course for students who are either thinking about starting their own business, or are seeking a career in business administration. You will be taught the basics from how to plan for success to how to manage your own books and finances. You will also gain an understanding of the Internet and the computer programs necessary to maintain a small business.

The course is made up of 12 units of competency. Students who have permission to incorporate Certificate III level units as part of a Diploma of Business and who wish to be awarded the Certificate III in Business Administration as an exit point must complete all 12 units. Units marked with a \* are those which are required for maximum articulation to University after completing a Diploma.

<b>BSBADM305A</b>	<b>Create and use databases *</b>
<b>BSBADM309A</b>	<b>Process accounts payable and receivable *</b>
<b>BSBADM310A</b>	<b>Maintain a general ledger *</b>
<b>BSBADM306A</b>	<b>Create electronic presentations *</b>
<b>BSBADM304A</b>	<b>Design and develop text documents</b>
<b>BSBCMN301A</b>	<b>Exercise initiative in a business environment *</b>
<b>BSBCMN302A</b>	<b>Organise personal work priorities and development *</b>
<b>BSBCMN311A</b>	<b>Maintain workplace safety</b>
<b>BSBCMN306A</b>	<b>Produce business documents</b>
<b>BSBCMN305A</b>	<b>Organise workplace information</b>
<b>BSBCMN412A</b>	<b>Promote innovation and change *</b>
<b>BSBCMN406A</b>	<b>Maintain business technology *</b>

## **WHAT ARE MY EMPLOYMENT OPPORTUNITIES?**

This course opens up a wide range of options for you. Upon its successful completion, you will be qualified to work in a number of administrative roles within businesses. Certificate III graduates could seek employment in the following occupational areas: Clerical Officer – Receptionist – Accounts Clerk – Audio Transcriber – Sales Clerk – Secretary – Production Secretary – Word Processing Operator – Payroll Clerk – Records Clerk – Receptionist – Personnel Records Clerk – Invoicing Officer.

## **HOW LONG DOES IT TAKE?**

The course duration is 10 weeks, 20 hours per week.

Students incorporating the 12 units as part of their Diploma will complete these units self-paced at a rate of 3 units per term.

**Note:** All duration times stated are the maximum timeframe to complete the program and published fees cover this timeframe. Students who have not completed their qualification in the stated timeframe can continue the program at an additional cost.

### **ENTRY REQUIREMENTS**

Students must be competent in Literacy in order to fulfil course requirements. If you feel you have literacy needs that may impair your ability to work in this program please discuss this with an educator and an assessment interview can be arranged.

### **SUPPORT**

King's undertakes a duty of care towards its student body and offers course counselling as required.

### **RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning provides students an opportunity to have their current skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning.

The process requires students to gather evidence confirming their competency. An educator will advise you in this task. **Enquire if you think you qualify.**

### **COSTS**

#### **Enrolment Fee**

There is a non-refundable enrolment fee required upon receipt of your enrolment form. Your place will not be confirmed unless this payment has been made. This fee applies to all courses. Please contact the College to enquire about the enrolment fee.

#### **Course Fees**

Please contact the College to enquire about course fees.



**To Enrol or to find out more Information  
Telephone + 61 7 5593 4386**

**KING'S INTERNATIONAL COLLEGE**

**PROVIDING QUALITY ADULT EDUCATION**