



Providing Quality Adult Education

Business **BSB30407 Certificate III in Business Administration**

Course Overview

The Certificate III in Business Administration includes general administrative and Information Technology (IT) competencies such as word processing, electronic presentations, spreadsheets, keyboarding, scheduling different software packages to produce documents and databases. You will develop a wide range of skills and up to date technological knowledge that will assist you in today's busy office environment.

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 a team.

Why choose King's?

Established in 1997, King's International College with campuses at Reedy Creek and Burleigh is recognised for delivering quality training in the health, children's services, automotive and hospitality sectors.

As King's is a community focused non-profit organisation, its surplus funds made from training delivery goes back to either improving or expanding the college's range of courses or goes into its community welfare organisation, the Community Support Agency (CSA).

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

Delivery Options

External Traineeship

Course Duration

External 1 year

Traineeship 1 year *Traineeship is on-the-job training and supported by workplace visits by a King's Assessor.*

Course Prerequisites

Nil

Career Options and Learning Pathways

This qualification enables you to work within the many varying industries in roles such as:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist

Upon successful completion of this qualification you may continue your studies onto *Certificate IV or Diploma study in Business Services.*

Course Units

Participants must successfully complete 13 units to be eligible for the Certificate III in Business Administration. There are numerous units to select from that can be customized to meet your requirements, as per sample below.

BSBOHS201A	Participate in OHS processes
BSBITU307A	Develop keyboarding speed and accuracy
BSBWOR301A	Organise personal work priorities and development
BSBITU303A	Design and produce text documents
BSBWRT301A	Write simple documents
BSBCUS301A	Deliver and monitor a service to customers
BSBPRO301A	Recommend products and services
BSBITU302A	Create electronic presentations
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBADM307B	Organise schedules
BSBCMM201A	Communicate in the workplace

Recognition of Prior Learning (RPL)

RPL allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from other life experiences that do not necessarily include formal training.

These skills and competencies may relate to units you are about to commence and as a result may exempt you from studying these units. Please be aware that there are costs applied to RPL application.

Course Fees and Payment Options

External	\$1500
Traineeship	Please contact Suzanne Dalton for further information 0421 475 225.

\$200 Enrolment Fee (non-refundable fee included)

- Credit Card – Visa / Mastercard
- Cash / Cheque / Bank Deposit
- Payment Plan

Please note the following additional charges that apply to Payment Plans:

- Fortnightly payment plans paid with a credit card (Visa/Mastercard) incurs an additional processing fee of 2.2%.
- Fortnightly payment plans includes a payment processing fee of \$1.75 per payment.
- All payment plans will have a one-off charge of \$3.30 for account set up.
- Additional payment plans (eg. Monthly payments) may be negotiated upon request.

How to enrol

Download an enrolment form from website and submit online or collect from campus.



In person at Burleigh Campus – 6 Ern Harley Drive, Burleigh



Enquire by telephone – 07 5593 4386



Mail – King's International College, Private Bag 68, Burleigh MDC, Qld 4220



Website – www.kings.net.au

Further information

Contact Business Development Officer - Helen Briggs - 07 5593 4386 or email hbriggs@kings.net.au
Or visit our campus at 6 Ern Harley Drive, Burleigh.

