Providing Quality Adult Education

BSB30407
Certificate III in Business Administration

What does the course involve?

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 to a team.
The course is made up of 13 units of competency from the following list.

2 CORE UNIT:

BSBOHS201A	Participate in OHS processes
BSBITU307A	Develop keyboarding speed and accuracy

11 ELECTIVE UNITS:

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
BSBITU304A	Produce spreadsheets

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.**

Important Information

Full Time: Monday to Thursday 8.30am – 3.30pm
Duration: 12 Weeks
Campus: 6 Ern Harley Drive, Burleigh
Cost: $950

Career Options and Pathways

Successful completion of this course will enable the course graduate to seek positions which require a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may also need to provide technical advice and support to a team. Such positions could include:

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

Successful completion of the Certificate III in Business Administration will allow the student to further their studies to Certificate IV or Diploma level study in Business Services Training Package.

Entry Requirements

There are no formal educational requirements for this course although completion of Year 10 or equivalent is recommended. 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.

If you are under 18 years of age at the start date of your apprenticeship or traineeship, your parent or guardian must sign the training contract.

Support

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

Contact Details

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