

## Certificate III in Business Administration BSB30415

The Certificate III in Business Administration course introduces you to business technology, word processing, creating spreadsheets, customer relationships, conducting financial transactions and safe work practices.

The course is developed against national criteria and contemporary business administration requirements. Whether you are working in the business environment or preparing to work, this course will offer the opportunity to practise the knowledge and skills that will form the basis of a successful career in business administration.

As you progress through the course, you will gain valuable insights into how business and customer service interact by completing practical real-life activities and implementing your new skills in the workplace.



We ask that each workplace allocates a mentor to their Certificate III learner and we, the training provider, interact with both. We offer in-centre workshops, online e-learning self-paced workbooks or a combination of these, known as a blended learning approach. We offer you self-paced study days where you can come and complete your assessments using our facilities; or if your choice is completely self-paced, your trainer will visit you in the workplace.

For the Certificate III in Business Administration, you complete 13 nationally recognised units, including two mandatory core units for workplace WHS and keyboarding speed and accuracy (marked (C) on the following list).

You may choose 11 elective units for your Certificate III in Business Administration qualification. A minimum of seven (A) units must be chosen. One of our Training and Assessment Consultants can come and visit your workplace to help you make your choice.

**All the units listed below** are available to be completed using the self-paced workbooks in hard copy or online. The units colour coded in blue, are also offered as incentre workshops in our training rooms, conveniently located in Liverpool Street Hobart. Timetables are available on request.

BSBWHS302	Apply knowledge of WHS legislation in the workplace (C)
BSBADM307	Organise schedules (A)
BSBWRT301	Write simple documents (A)
BSBITU306	Design and produce business documents (A)
BSBFIA303	Process accounts payable and receivable (A)
BSBITU304	Produce spreadsheets (A)
BSBITU302	Create electronic presentations (A)
BSBWOR301	Organise personal work priorities and development
BSBDIV301	Work effectively with diversity
BSBPRO301	Recommend products and services
BSBINN201	Contribute to workplace innovation
BSBITU306	Design and produce business documents

The following units, colour coded in red, are offered as self-paced, either online or using a hardcopy workbook:

BSBITU307	Develop Keyboarding speed and accuracy (C)
BSBITU309	Produce desktop published documents (A)
BSBFIA302	Process payroll (A)
BSBFIA304	Maintain a general ledger (A)
BSBITU303	Design and produce text documents (A)
BSBADM311	Maintain business resources
BSBFIA301	Maintain financial records
BSBFLM303	Contribute to effective workplace relationships
BSBFLM305	Support operational plan
BSBFLM309	Support continuous improvement systems and processes
BSBFLM311	Support a workplace learning environment
BSBFLM312	Contribute to team effectiveness
BSBINM301	Organise workplace information
BSBITU301	Create and use databases
BSBITU305	Conduct online transactions
BSBPUR301	Purchase goods and services
BSBSUS401	Implement and monitor environmentally sustainable work practices