Overview:
This nationally accredited qualification will give participants the knowledge and skills to gain employment into an entry level office administration role. This qualification is also the perfect starting point for those already in an administration role wishing to formalise their skills. Participants will cover payroll, accounts, organising schedules and computing. Cert III in Business Administration applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

Pre-requisites:
Not applicable

Licence & Regulatory Requirements:
Not Applicable

Units of Competency:
On successful completion participants will gain a qualification certificate with the following units:

Core Units:
- BSBITU307 Develop keyboarding speed and accuracy
- BSBWHS201 Contribute to health and safety of self and others

Elective Units:
- BSBADM302 Produce texts from notes
- BSBADM303 Produce text from audio transcription
- BSBADM307 Organise schedules
- BSBFIA302 Process payroll
- BSBFIA303 Process accounts payable and receivable
- BSBFIA304 Maintain a general ledger
- BSBINM302 Utilise a knowledge management system
- BSBITU301 Create and use databases
- BSBITU302 Create electronic presentations
- BSBITU304 Produce spreadsheets
- BSBITU309 Produce desktop published documents

Delivery method:
Online with 12 months to complete

Fees and charges:
Fee’s include all assessments
- Online $399
- RPL $500
- Concessional $13*
- Non-Concessional $39*

*must be eligible to receive funding under the QLD Certificate 3 Guarantee Program

More information:
Please head to our website http://www.atiaustralia.edu.au to view our student handbook, which outlines all terms and conditions. If you require any further information, please do not hesitate to contact us on 1300 738 850 or via e-mail: admin@atiaustralia.edu.au or visit our head office at Shop 7, 51 Brighton Rd, Sandgate QLD 4017.