



Australian Training Institute

(RTO # 30200)

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BSB30415 Certificate III in Business Administration

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. Job titles relevant to this course may include:

- Receptionist
- Administration assistant
- Accounts payable clerk
- Accounts receivable clerk
- Clerical worker
- Data entry operator / word processing operator

Pre-requisites:

There are no pre-requisite units required to enrol into this course under the training package, however participants must have basic computer skills and access to a reliable computer with internet and e-mail access.

Licence & Regulatory Requirements:

Not Applicable

Units of Competency:

On successful completion participants will be issued with 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
BSBITU311 Use simple relational databases
BSBITU312 Create electronic presentations
BSBITU314 Design and Produce spreadsheets
BSBITU309 Produce desktop published documents

Delivery method:

Option 1: Online / self-paced with 12 months to complete. This course could be completed with 15 – 20 hours of study per unit, depending on the individual learner and their personal circumstances and other commitments.

Option 2: Classroom (group bookings only)

Fees and charges:

Fees include all assessments

Option 1: \$599

Option 2: Group bookings only- please contact us for pricing

Recognition of prior learning: \$1000

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 learner 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.

