

# Certificate III in Business Administration BSB30407

## Course Introduction:

The nationally recognised **Certificate III in Business Administration** qualification is designed to for those people currently working in the administration industry or those seeking employment as an administrative assistant, clerical worker, office junior, information desk clerk or receptionist.

There are **no prerequisite requirements** for this course.

## Why choose Training at Key Employment?

We have used our intimate knowledge of the training and assessment arena and have developed a course that is user friendly.

We can tailor a program to suit any individuals work commitments and this can include a mix of self paced and face to face delivery or attending some days on one course and other days on a subsequent course.

When you undertake this course with us our trainers are on tap to provide you with any assistance you require, email, telephone or in person - and **we will help you.**

We believe that **great trainers** have a **confident, clear and engaging** style of delivery.

**Quality, Flexibility, Customer Service, Support, Positive Learner Experiences and Outcomes** are the things that make **Training at Key Employment** stand out.

## Qualification & Recognition:

Upon successful completion of this program, students will be awarded the nationally recognised qualification **Certificate III in Business Administration BSB30407.**

## Preferred Pathways into the Qualification:

- after achieving the BSB20107 Certificate II in Business or other relevant qualification/s  
OR
- providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or other relevant qualification/s  
OR
- with some vocational experience assisting in a range of support roles without a formal business qualification.

**Professional  
Training is the KEY**



## Course Units:

The BSB30407 Certificate III in Business comprises of **13 units**:

### **2 Core units plus 7 administrative units and 4 general business electives.**

**The 4 elective units may be** selected from remaining administrative units, the generic business electives units listed below or from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national training package.

## Core Units:

### IT Use

BSBITU307A Develop keyboarding speed and accuracy

### Occupational Health and Safety

BSBOHS201A Participate in OHS processes

## Administration Units:

### Financial Administration

BSBFIA302A Process payroll

BSBFIA303A Process accounts payable and receivable

BSBFIA304A Maintain a general ledger

### General Administration

BSBADM307B Organise schedules

### IT Use

BSBITU302A Create electronic presentations

BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets



NATIONALLY RECOGNISED  
TRAINING

## Generic Business Elective Units:

### General Administration

BSBADM311A Maintain business resources

### Information Management

BSBINM301A Organise workplace information

BSBINM302A Utilise a knowledge management system

### Workplace Effectiveness

BSBWOR301A Organise personal work priorities and development

**For further information and enrolment details contact Training at Key Employment:**

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