

# Certificate III in Business Administration



## Descriptor

This qualification 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.

## Possible Job Titles

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk, Data Entry Operator
- Receptionist
- Office Administrator

## Mode of delivery

This course is delivered to domestic students via online/distance education and/or on-the-job traineeship.

## Assessment and Monitoring

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments. Monitoring will take the form of monitoring of online activities and telephone/Skype consultation. Traineeships will be assessed on-the-job.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. Recognition of prior learning is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

## Target Groups

Ideal for those students who wish to work in business environment seeking positions as clerical assistant, clerk or receptionist in any type of business.

## COURSE DURATION

52 weeks

## UNITS OF COMPETENCY:

### CORE UNITS

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

### ELECTIVE UNITS

- BSBCMM201 Communicate in the workplace
- BSBADM307 Organise schedules
- BSBCMM301 Process customer complaints
- BSBCUS301 Deliver and monitor a service to customers
- BSBFIA302 Process payroll
- BSBFIA303 Process accounts payable and receivable
- BSBFIA304 Maintain a general ledger
- BSBITU312 Create electronic presentations
- BSBITU313 Design and produce digital text documents
- BSBITU314 Design and produce spreadsheets
- BSBITU306 Design and produce business documents

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