



BSB30415 Certificate III in Business Administration

Course Information

This course is a Nationally Recognised accredited course from the BSB Business Services Training Package. This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support to a team.

Occupational names may include

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator

Prerequisites

- There are no qualification prerequisites to undertake this course.
- Because the delivery method for this course requires moderate reading and writing, students who need sound literacy and numeracy assistance are encouraged to discuss assistance options with the college staff.

Paying for the course

- The College can offer Smart and Skilled funding for this qualification for eligible learners. Student fees under this program range from \$0 to \$240 if unemployed. There is no cost if the student is indigenous or has a disability whether employed or unemployed. Subsidies also apply to students who are currently working however the student fee component is higher. Please check the student fee with the College.
- For those students who are not eligible for a Smart and Skilled subsidy the course is priced at \$2,750 and can be paid for in monthly instalments after payment of an initial deposit. A payment plan can be organised with College staff.
- This course is approved by Centrelink as a full time course and supplementary assistance may be available in accordance with your individual circumstances. Please enquire further with Centrelink.



Course delivery

- This is a 40 week course, which can be extended depending on individual students requirements (see delivery options on page 4).
- The course is flexible entry
- Class attendance is one day per week (6 hours).
- Extra study time will be approximately 6 hours per week.
- Optional work experience for this course is timetabled at 30 hours and this may be as arranged by the College or by your own initiative with the approval of the College. The College will provide work experience documentation for the employer. You can do this at any time prior to course completion at time to suit yourself and your work experience provider
- You will have access to computers during class time and can use College computers when the training rooms are not being otherwise used.
- You will be provided with training and assessment material for each unit and will be required to complete some homework each week.

Course packaging rules

Students are required to complete 13 units, 2 of which are compulsory and 11 which are elective. The College confers with industry to select the electives offered. If students seek electives outside those units offered below, that request needs to be negotiated with the College and could alter the fee structure.

Code	Title	Core/ Elective
BSBITU307	Develop keyboarding speed and accuracy	C
BSBWHS201	Contribute to health and safety of self and others	C
BSBFIA301	Maintain financial records	E
BSBFIA302	Process Payroll	E
BSBFIA303	Process accounts payable and receivable	E
BSBFIA304	Maintain a general ledger	E
BSBITU301	Create and use databases	E
BSBITU302	Create electronic presentations	E
BSBITU303	Design and produce text documents	E
BSBITU304	Produce spreadsheets	E
BSBITU306	Design and produce business documents	E
BSBWOR204 OR	Use business technology	E
BSBITU309	Produce desktop published documents	E
BSBWRT301	Write simple documents	E

Recognition of Prior Learning (RPL)

Students who have workplace experience in this industry may be able to have those skills recognised by RPL for all or part of the qualification. You will need to discuss your request for RPL with the tutor.

Assessment

- There are no exams.
- Your competency (knowledge and skills) is assessed through
- Completion of set assignments
- Practical demonstration of skills
- You are required to submit assessment tasks on time as instructed by the tutor.

Foundation Skills

- To be successful in the course you will be assessed against the skills that employers have identified as important when they are employing staff in this industry.
- To be successful in this industry you need to have social skills – to be able to work cooperatively with others and to be a good communicator and enjoy working with people from all walks of life.

Pathways

After successful completion of this qualification you can further your training into a Certificate IV level.

Student Support

Under Student Support provisions you may approach the trainer at any time for additional support or discussion, and programmed support may be offered in groups or individually. We also offer a variety of support for people with specialised learning needs. Please let us know if you have any Language Literacy And Numeracy or other needs and we can discuss arrangements to provide you with support in your studies.

Delivery Options

Optional Timeframes of Delivery

The figures below indicate the time you may take to finish the course. They are a guide only as you may take anywhere between 40 weeks and 2 years to successfully finish all the units in the qualification.

40 Week Training Program	
Classroom attendance	40 weeks x one day of 6 hours per week
Self-paced study and assessment: approximately	Approximately 6 hours per week
Work experience	30 hours -- can be completed at any time over 40 weeks
2 Year Program	
Classroom attendance	80 weeks x one day of 6 hours per week
Self-paced learning and assessment:	Approximately 6 hours per week
Work experience	30 hours -- can be completed at any time over 80 weeks

Course Information Session

A course Information session will be held so that students can meet the tutor and find out more about the course. Should you decide to proceed the course will then start later that day.

Tutor	Jennifer Fitzgerald	Course Co-ordinator	Josh Livermore
Course start date	Refer to brochure	Duration	40 weeks

If you have any further questions, please do not hesitate to contact the College on (02) 6672 6005 or reception.mcc@bigpond.com

For more information go to [Student Information on our website](#)

This training is subsidized by the NSW State Government

<https://smartandskilled.nsw.gov.au/>

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