



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 Titles 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.
- Sound basic reading and writing skills are needed. Please discuss with us if you have any concerns about the language, literacy and numeracy requirements for the course as the College can provide support if needed (refer to Student Support section below).

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.
- This course is approved by Centrelink.
- For more information regarding conditions for refunds, please refer to our [Student Handbook on our website](#).

Learning and Assessment Material and Resources

All resources, learning, and assessment material required to complete the course are included in the course fee.



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. Students can start at anytime during the course
- Class attendance is one day per week (6 hours).
- Extra study time will be approximately 6 hours per week.
- 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 that 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.

Units

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
BSBITU311	Use simple relational databases	E
BSBITU312	Create electronic presentations	E
BSBITU313	Design and produce digital text documents	E
BSBITU314	Design and produce spreadsheets	E
BSBITU306	Design and produce business documents	E
BSBWOR204 OR BSBITU309	Use business technology	E
	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 trainer. If you wish to claim Recognition of Prior Learning or Credit Transfer, you may complete this course in a shorter timeframe.

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 trainer.

You are also required to be on time to class and be prepared for the units being discussed.

Qualification Pathways

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

Student Support

At MCC, we aim to provide a welcoming, inclusive, and supportive environment for all. Under our 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.

Support that we offer includes:

- learning and study support
- assistance with literacy and numeracy
- access to IT facilities both in class and at other times
- one on one and small group tuition
- referral to external student and welfare services
- career planning

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
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

Course Information Session

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

Delivery Arrangements

Trainer: Jenny Fitzgerald

Course start date: refer to Term brochure

For more information and for our Student Handbook go to our website.

www.mbahcc.net

If you have any further questions, please do not hesitate to contact the College:

Phone: (02) 6672 6005

Email: reception.mcc@bigpond.com

This training is subsidised by the NSW State Government

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

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