



## BSB30415 Certificate III in Business Administration

<b>Job Role</b>	Job roles include: Accounts Receivable Clerk, Accounts Payable Clerk, Clerk, Data Entry Operator, Junior Personal Assistant, Receptionist.
<b>Qualification Overview</b>	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.
<b>Entry Requirements</b>	There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.
<b>Career Pathway</b>	After achieving this qualification candidates may undertake: BSB40515 Certificate IV in Business Administration.
<b>Fee Structure</b>	Fees are structured according to individual's eligibility and enrolment status. Where fees are applicable each student is provided with this information prior to confirming enrolment.
<b>Estimated Course Duration</b>	This course has an estimated completion period of 12 - 24 months dependant on the pre-existing level of skills and knowledge of the student.
<b>Location:</b>	Online delivery through <a href="#">Dynamic Learning Services</a> .
<b>Work placement</b>	To achieve this qualification, the candidate is encouraged to complete at least 40 hours of work/work experience. All students are responsible for organising their own work placement arrangements to complete the 40 hours. DLS does not offer/guarantee employment as a result of any work placement.
<b>Delivery Methodology</b>	Training and assessment for this course are provided through online delivery only. Applicants are invited to apply for both Credit Transfer and Recognition of Prior Learning services prior to commencement of studies.
<b>Resource Requirements by the student</b>	<b>System Requirements</b> PC-based attendees Required: Windows 8, Windows 7, Vista, XP or 2003 Server Minimum required: Internet Explorer 7.0, or Mozilla Firefox 4.0, or Google Chrome 5.0 (JavaScript enabled) Mac-based attendees Minimum required: Mac OS X 10.6 (Snow Leopard) Minimum required: Safari 3.0, or Firefox 4.0, or Google Chrome 5.0 (JavaScript enabled)
<b>Resources provided to the student</b>	Catapult online learning resources and assessments, LLN Support, Access to qualified assessors and staff for support and feedback. Each student is provided with a complete training and support plan during the pre-enrolment stage.
<b>Support Services</b>	If a student has any identified needs that would need to be accommodated for, they are advised to speak with the Student Services Officer prior to commencement of study.
<b>Additional Information</b>	All students are required to download a copy of the Student's Handbook and view both the Grievance/Appeal policy, Consumer rights and responsibilities and the Refund Policy (if applicable).

	<b>Government Subsidy</b>	Eligibility to any funded courses is discussed at the pre enrolment sessions, where funding is available the funding bodies details are provided to the student including any conditions which may apply.
<b>Course Structure – BSB30415 Certificate III in Business Administration</b>		
<b>Core Units</b>		
	BSBITU307	Develop keyboarding speed and accuracy
	BSBWHS201	Contribute to health and safety of self and others
<b>Elective Units</b>		
	BSBFIA302A	Process payroll
	BSBFIA303A	Process accounts payable and receivable
	BSBFIA304A	Maintain a general ledger
	BSBADM307B	Organise schedules
	BSBITU301A	Create and use databases
	BSBITU302B	Create electronic presentations
	BSBITU303A	Design and produce text documents
	BSBITU306A	Design and produce business documents
	BSBCUS301B	Deliver and monitor a service to customers
	BSBADM311A	Maintain business resources
	BSBINM301A	Organise workplace information