

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 international students in mixed-mode classes of 15 hours face-to-face and 5 hours distance education/online totalling 20 hours per week. An additional 10 hpw is required to complete independent study.

Assessment

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL 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.

International Students must hold an approved student visa and study according to their visa conditions.



	Term Dates		
	2018	2019	2020
Term 1	29 Jan to 6 Apr	29 Jan to 5 Apr	28 Jan to 3 Apr
Term 2	23 Apr to 29 Jun	22 Apr to 28 Jun	20 Apr to 26 Jun
Term 3	16 Jul to 21 Sep	15 Jul to 20 Sep	13 Jul to 18 Sep
Term 4	8 Oct to 14 Dec	7 Oct to 13 Dec	5 Oct to 11 Dec

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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