



HVTC

skills change lives

BSB30415 Certificate III Business Administration

 **HVTC** skills change lives

Tweed, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Hunter-V-Tec,
Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

RTO NO: 90179

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hvtc.com.au

COURSE BROCHURE

BSB30415 - Certificate III in Business Administration

❖ *Facilitated Online Learning*

Study a Certificate III in Business Administration for career opportunities in administration roles such as reception and office support. Perhaps you are looking to consolidate your skills and get recognition for what you already do by completing a formal qualification?

This qualification will show you are skilled in all the office essentials – organising schedules, producing business documents and presentations, and processing accounts.

You can study this course online at your own pace, and it's open to anyone with basic computer skills.

Studying business administration is about getting a broad range of skills in a range of areas. This course is great for those who want to gain employment in an office or business.

This complete and detailed course would also be useful for people whose current job involves business administration who feel that they need some formal training and advice in key process areas.

Potential career opportunities include:

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

Course subjects

Unit Code	Unit Title	Unit Type
BSBITU307	Develop keyboarding speed and accuracy	Core
BSBWHS201	Contribute to health and safety of self and others	Core
BSBFIA303	Process accounts payable and receivable	Elective
BSBWRT301	Write simple documents	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBITU302	Create electronic presentations	Elective
BSBITU303	Design and produce text documents	Elective
BSBITU304	Produce spreadsheets	Elective

Unit Code	Unit Title	Unit Type
BSBITU306	Design and produce business documents	Elective
BSBITU309	Produce desktop published documents	Elective
BSBCMM301	Process customer complaints	Elective
BSBITU301	Create and use databases	Elective
BSBITU305	Conduct online transactions	Elective

Course duration

- Full time traineeship up to 12 months
- Part time traineeship up to 24 months
- Full time qualification up to 2 years

Requirements:

❖ *Minimum education*

While there are no formal education entry requirements, Hunter-V-Tec suggests you should have completed schooling equivalent to Australian Year 10, OR have relevant industry experience.

❖ *Minimum age*

Minimum age of 16 years. If you are under 18 your application must be signed by a parent or guardian.

❖ *Computer requirements*

Learners will need access to a computer and the internet and have basic computing skills. Minimum computer specifications are:

All users:

- Broadband Internet Connection
- Adobe Reader XI or equivalent
- You will also need access to a phone, printer, photocopier and scanner
- Adobe Flash Player 11 or higher

❖ *Audio-visual requirements*

You will need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as free downloads from the internet.

❖ *English language requirements*

This course requires you to read comprehensive learner workbooks, undertake a range of written assessments and engage in online discussion forums. Also, the delivery mode relies on the use of written communication.

As such, entry to the course requires English proficiency equivalent to Australian Year 10 level or 1 years of work experience in a role that requires the use of written documentation and communication.

Study materials

Once you are enrolled in this course, you will receive access to the first set of units for the course. When you have successfully completed those units, you'll be given access to the next units when you require them. Remember this is completed at your own pace.

Pathways

After achieving this qualification candidates may undertake:

- Certificate IV in Business Administration
- Certificate IV in Leadership and Management.

Delivery Styles

E-Learning

Self-paced study completed from home or at the office. Students learn online via an online learning platform. E learning includes numerous types of media that deliver text, audio, images, animation, interaction content and streaming video through web-based learning.

What's included?

Our course includes detailed learning materials, assessments, certification upon successful completion and ongoing trainer support throughout the program.

Recognition of Prior Learning (RPL)

RPL is available for each unit of competency based on relevant workplace experience, formal training and/or other expertise. To apply for RPL please discuss with our student support team or your trainer/assessor. For RPL you will be required to submit a portfolio of evidence within 12 months of the enrolment date.

Course fees

Contact HVTC for qualification pricing, payment options and eligibility for Smart and Skilled funding.