

## Certificate III in Business Administration (BSB30407)

### Who is this course for?

The course is especially designed for those who are interested in a future in Business Administration. Successful completion of this course can lead to futures careers as:

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

### CORE UNITS

BSBITU307A Develop keyboard speed and accuracy

### ADMINISTRATION UNITS

BSBADM307B Organise schedules

BSBITU302A Create electronic presentations

BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets

BSBITU306A Design and produce business documents

BSBITU309A Produce desktop published documents

### What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires thirteen (13) units of competency. This consists of two (2) core units, seven (7) administration units and four (4) electives.



BSBOHS201A Participate in OHS processes

BSBWRT301A Write simple documents

BSBFIA302A Process payroll

BSBFIA303A Process accounts payable and receivable

BSBFIA304A Maintain a general ledger

Call us for more information about the Electives

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

HB Training is a Registered Training Organisation delivering accredited training in Business, Retail, Financial Services, Information Technology and Training and Assessment.



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