

# Business Administration

## Level

Certificate III in Business Administration  
BSB30415  
OAC/MSO RTO – 40046



## Course Length

1 year – Full Time

## Credit value

All units of competency are nationally recognised. Students will be issued with a Statement of Attainment for units of competency completed.

Each 70 hours of successfully completed competencies contributes 10 Credits towards SACE Stage 2 completion.

Certificate III can be used to complete SACE and/or as a subject for ATAR.

## Advice to students

This course requires attendance on:

2 full days and 2 half days a week in Semester 1

2 full days and 1 half day a week in Semester 2

Experience in computer operations and file management is essential. The ability to key by touch and basic skills in Microsoft® Word, Microsoft® Excel and Microsoft® PowerPoint® will be assumed. Completion of Certificate II or equivalent would be desirable.

## Course overview

This course is designed to prepare graduates with the skills and knowledge to manage physical, human and financial resources within an office environment. Skills are developed within a Simulated Business environment as well as a technology training centre. This provides pathways into administration and management and includes studies in the areas of technology, information handling, communication, organisation, accounting to trial balance. Keyboard skills are essential to meet industry standards.

## Assessment

Assessment is conducted throughout the course in both practical and theoretical aspects. Each competency is assessed according to the criteria set in the training package. Assessment can be flexible to allow for circumstances which may involve hardship, sickness or extraordinary circumstance. Students can also apply for RPL.

## Pathways

On completion of Certificate III graduates may seek employment in the following areas: Clerical and General Administrative Officer, Secretary/ Receptionist, Personal Assistant, General Clerks, Word Processing Operator, Accounting Clerk and Payroll Clerk.

## OR

At the completion of this certificate an individual should hold sufficient competency and workplace experience to enter Certificate IV in Business in a range of fields – Administration, Record keeping, Small Business Management, Business Development, Advertising, Marketing, Human Resources, Governance, Frontline Management, Business Management.