



## Certificate III in Business Administration

### Qualification Description

Certificate III in Business Administration is designed for a broad range of competencies in a variety of work contexts. It covers the basic core business skills including finance, administration, prioritising, customer service, occupational health and safety, communication and change management.

### Award

Certificate III in Business Administration BSB30407. Outsource Services provides nationally recognised qualifications through high quality, flexible, customised training that will have a positive impact on your career and business.

### Our Trainers

Outsource Services will provide experienced training staff that inspire you to achieve great things. All our trainers are approved under the Australian Quality Training Framework and are experienced professionals as well as trainers!

### Delivery

We offer flexible training delivery either face to face, self paced or in blended delivery modes. We will tailor the delivery to meet your needs.

Prior learning and current competency will be taken into consideration for all participants.

### Course Duration

This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

### Entry Requirements

No entry requirements apply to this qualification

### Career Opportunities

This program is aimed at developing your leadership and management skills ready for your future in middle management.

#### Applicable occupations are:

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

### Investment

Please call us on 1300 136 904 and one of our friendly Consultants will help you with the best learning option for you.

All of Outsource Services programs form learning pathways to high level study and University entrance and credits.

### FOR FURTHER INFORMATION

Visit our website at

[www.outsourceservices.com.au](http://www.outsourceservices.com.au)

or call us on 1300 136 904





## BSB30407 Certificate III in Business Administration

### Requiring 13 units for the qualification ( 2 core units plus 11 elective units)

Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Where the packaging rules of this qualification meet the rules of a specialist qualification, the specialist qualification and not the generic qualification must be awarded.

#### CORE UNITS

BSBOHS201A Participate in OHS processes.....

BSBITU307A Develop keyboarding speed and accuracy.....

- **11 elective units**

- Select 7 administration units from the units listed below

- The 4 remaining electives may be selected from the generic business elective units list below, or from an equivalent AQF qualification in the BSB07 Training Package or any other endorsed Training Package. If not listed below, a maximum of 2 electives may be selected from a Certificate II or Certificate IV qualification.

#### ADMINISTRATION UNITS

BSBFIA302A Process payroll .....

BSBFIA303A Process accounts payable and receivable.....

BSBFIA304A Maintain a general ledger .....

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.....

BSBWRT301A Write simple documents.....

#### GENERIC BUSINESS ELECTIVE UNITS

BSBCUS301A Deliver and monitor a service to customers.....

BSBDIV301A Work effectively with diversity .....

BSBFIA301A Maintain financial records .....

BSBADM302B Produce texts from notes .....





# Outsource Services Pty Ltd

Your training and development specialists!

Leadership Training • Sales and Marketing Training • IT Training • Retail Training • Training and Assessment • Frontline Management • Business Management • Project Management • Environmental Management

- BSBADM303B Produce texts from audio transcription .....
- BSBADM311A Maintain business resources .....
- BSBINM301A Organise workplace information .....
- BSBINM302A Utilise a knowledge management system .....
- BSBINM303A Handle receipt and despatch of information .....
- BSBINN201A Contribute to workplace innovation .....
- BSBCMM301A Process customer complaints .....
- BSBITU301A Create and use databases .....
- BSBITU305A Conduct online transactions .....
- BSBOHS407A Monitor a safe workplace .....
- BSBPRO301A Recommend products and services .....
- BSBSUS201A Participate in environmentally sustainable work practices .....
- BSBWOR204A Use business technology .....
- BSBWOR301A Organise personal work priorities and development .....
- BSBWOR302A Work effectively as an off-site worker .....

