



## Mount Isa Institute of TAFE

# Fact Sheet

## BSB30407 – Certificate III in Business Administration

### What career options do I have?

Improve your ability to secure employment, progress in roles such as Administrative Assistant, Receptionist, Finance Assistant, Word-processing Operator.

### What will I learn?

You will develop sound knowledge and skills required in areas of business/office administration. Core skills include computing, office technology, communication, word processing and keyboard skills, office practices and finance.

### What qualification will I receive?

Certificate III in Business Administration or a Statement of Attainment for competencies achieved.

### Where will I train?

Mount Isa, Cloncurry, Lower Gulf or through remote study.

### How long will the training take?

Duration will depend on electives, study mode and training plan selected. Students are strongly encouraged to only enrol in one unit at a time.

### How will the training take place?

External, self-paced, day or evening classes on campus. Flexi classes are as followed and it is expected that you attend at least 1 of these sessions:

Mondays 6:00pm – 9:00pm  
Wednesdays 9:00am – 2:30pm  
Wednesdays 6:00pm – 9:00pm  
Fridays 9:00am – 12:00pm

### What assessment methods will be used?

Written / Theoretical / Practical

Assessment methods generally vary according to skills content of competency. May include: short answer responses, observations, demonstrations, projects, discussions, group participation etc. Students will need to make contact with their teacher before receiving any resources; this could be face to face, phone or email.

### Am I eligible?

Prior to enrolment consider contacting the Client Information Centre to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories.

### Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

### When can I start? /How do I apply?

Contact the Client Information Centre for the latest course commencement dates and enrolment details.

### Can I go onto further training?

Successfully complete Certificate III in Business Administration and you may gain recognition of your studies towards Certificate IV in Business Administration or a Diploma of Business.

### What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

### Is there anything I need to bring?

A notebook and pen would be beneficial. Those undertaking BSBADM302B will also need headphones.

### Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

### What is the program structure?

To gain this qualification, 13 units of competency are to be achieved which includes 2 core units, 7 admin units and 4 electives. Listed are the units offered at Mount Isa TAFE

#### Core units

BSBITU307A Develop keyboarding speed and accuracy  
BSBOHS201A Participate in OHS processes

#### Administration units (choose 7)

##### Finance

BSBFIA302A Process payroll  
BSBFIA303A Process accounts payable and receivable  
BSBFIA304A Maintain a general ledger

##### Computing

BSBITU302A Create electronic presentations  
BSBITU303A Design and produce text documents  
BSBITU304A Produce spreadsheets  
BSBITU306A Design and produce business documents  
BSBITU309A Produce desktop published documents  
BSBADM307B Organise schedules  
BSBWRT301A Write simple documents

**For general business units, please see other side**

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## Elective Units (choose 4)

### Customer Service

BSBCUS301A Deliver and monitor a service to customers

### Diversity

BSBDIV301A Work effectively with diversity

### Financial Administration

BSBFIA301A Maintain financial records  
FNSICGEN305A Maintain daily financial/business records

### General Administration

BSBADM302B Produce texts from notes  
BSBADM311A Maintain business resources

### Information Management

BSBINM301A Organise workplace information

### Innovation

BSBINN201A Contribute to workplace innovation

### IT Use

BSBITU301A Create and use databases

### Product Skills and Advice

BSBPRO301A Recommend products and services

### Workplace Effectiveness

BSBWOR204A Use business technology  
BSBWOR301A Organise personal work priorities and development

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