



Workplace
Training
Specialists

BSB30407

Certificate III in Business Administration

The Certificate III in Business Administration offered at RMT is designed to give you the office and computer skills you will need as an administrative assistant. You will gain an intermediate level of office, clerical and technology skills as well as the skills in business procedures needed in a modern office. You will develop an understanding of enterprises, quality teams, customer service, word processing, computer applications and document presentation.

Entry Requirements

There are no prerequisite requirements for individual units of competency. Pathways into the qualification may be gained :

- after achieving Certificate II in Business or other relevant qualification/s
- By providing evidence of competency in the majority of units required for the Certificate II in Business or other relevant qualification/s.
- with some vocational experience assisting in a range of support roles without a formal business qualification

Length of study

Total nominal hours:	350-665 hrs
Avg. Contact time:	10 hrs/month
Avg. Research time:	15 hrs/month
Full time duration:	12-15 months
Part-time duration:	15-18 months

Cost of Course

\$2000

Option 1

Pay now and receive a 10% discount

Option 2

Pay in 2 six monthly payments

Online Delivery

Online delivery provides a very flexible way to study. It means that you can learn at anytime and any place and Internet based classroom means you still have contact with your trainers.

Upon enrolment you will be provided with course materials for each unit and you will be able to work through them in your own time. In addition you will receive the following support:

- Regular contact with trainer via email
- Scheduled Internet based classroom session
- Contact via phone, email and Skype
- Assessment of each unit upon completion

The course has been designed and developed to be studied online to enable people currently employed to participate and for others living in non-local areas to remove the cost of travel and accommodation associated with regular classroom tuition

The course materials will be made available via post and through access to a learning management system, where you will also be able to submit assignment work for assessment by your trainer.

Head Office

PO Box 1256

BERRI, South Australia, 5343

Telephone: (08) 8582 3658

Fax: (08) 8582 3662

Email: admin@r-m-t.com.au



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Course structure

Total number of units = 13, made up of 2 core units plus, 7 administration units, plus 4 elect

Core Units

Unit code	Unit name	Description
BSBITU307A	Develop keyboarding skill and accuracy	This unit describes the performance outcomes, skills and knowledge required to develop keyboard skills with speed and accuracy using touch typing techniques.
BSBOHS201A	Participate in OHS processes	This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others.

Administration Units

BSBFIA302A	Process payroll	This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data using manual and computerised payroll systems.
BSBFIA303A	Process accounts payable and receivable	This unit describes the performance outcomes, skills and knowledge required to maintain accounts payable and accounts receivable records, including processing payments to creditors and handling overdue accounts receivable.
BSBFIA304A	Maintain a general ledger	This unit describes the performance outcomes, skills and knowledge required to maintain a general ledger within an organisation including processing journal entries and preparing a trial balance.
BSBADM307B	Organise schedules	This unit describes the performance outcomes, skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.
BSBITU302A	Create electronic presentations	This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.
BSBITU303A	Design and produce text documents	This unit describes the performance outcomes, skills and knowledge required to design and develop predominantly text based documents using advanced features of word processing software.
BSBITU304A	Produce spreadsheets	This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets through the use of spreadsheet software
BSBITU306A	Design and produce business documents	This unit describes the performance outcomes, skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.
BSBITU309A	Produce desktop published documents	This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents
BSBWRT301A	Write simple documents	This unit describes the performance outcomes, skills and knowledge required to plan, draft and review a basic document before writing the final version.

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Generic Business Elective Units

Customer Service

BSBCUS301A Deliver and monitor a service to customers

Diversity

BSBDIV301A Work effectively with diversity

Financial Administration

BSBFIA301A Maintain financial records

General Administration

BSBADM302B Produce texts from notes

BSBADM303B Produce texts from audio transcription

BSBADM311A Maintain business resources

Information Management

BSBINM301A Organise workplace information

BSBINM302A Utilise a knowledge management system

BSBINM303A Handle receipt and despatch of information

Innovation

BSBINN201A Contribute to workplace innovation

Interpersonal Communication

BSBCMM301A Process customer complaints

IT Use

BSBITU301A Create and use databases

BSBITU305A Conduct online transactions

Occupational Health and Safety

BSBOHS407A Monitor a safe workplace

Product Skills and Advice

BSBPRO301A Recommend products and services

Sustainability

BSBSUS201A Participate in environmentally sustainable work practices

Workplace Effectiveness

BSBWOR204A Use business technology

BSBWOR301A Organise personal work priorities and development

BSBWOR302A Work effectively as an off-site worker

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Registration of Interest

Certificate III in Business Administration

Name	_____
Address	_____
Phone	_____
Mobile	_____
Email	_____

Details of Training Qualifications completed

Study intentions

Study reasons

Employer support

Do you have internet access at work and at home

If yes, what type of internet access do you have

Other information:
