



# Capricornia Training Company Ltd

## Certificate III Business Administration Subject Selection

38 Armstrong Street, North Rockhampton 4701

Contact: Training Manager Email: training@ctcltd.com.au Phone: 4922 2008 Fax: 4922 2049

**Qualification Name: BSB30407 Certificate III in Business Administration**

**STUDENT NAME:**

Competency code.	Competency Name	Approx Due Date	Nominal Hours	✓ Tick chosen units
<b>Mandatory Core Units</b>				
BSBITU307A	Develop keyboarding speed and accuracy	4 weeks	50	
BSBOHS201A	Participate in OHS processes	3 weeks	20	
<b>Group A Elective Units – 7 to be chosen</b>				
BSBITU302A	Create electronic presentations	3 weeks	20	
BSBITU303	Design and produce text documents	6 weeks	90	
BSBITU304A	Produce spreadsheets	3.5 weeks	35	
BSBITU306A	Design and produce business documents	5.5 weeks	80	
BSBWRT301A	Write simple documents	3 weeks	30	
BSBADM307B	Organise schedules	2 weeks	15	
BSBITU309A	Produce desktop published documents	5 weeks	50	
<b>Elective Units – 4 to be chosen from any of the following.</b>				
BSBCUS301A	Deliver and monitor a service to customers	3.5 weeks	35	
BSBINM301A	Organise workplace information	3 weeks	30	
BSBWOR301A	Organise personal work priorities and development	3 weeks	30	
BSBINN201A	Contribute to workplace innovation	3.5 weeks	35	
BSBSUS201A	Participate in environmentally sustainable work practices	2 weeks	20	
BSBFIA301A	Maintain Financial records (Only if you have access to a finance department)	4 weeks	60	

## Qualification notes

### Descriptor

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

### Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

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

### Prerequisite requirements

There are no prerequisite requirements for individual units of competency

### Qualification Rules

To achieve a Certificate III in Business Administration, 13 units must be completed

- 2 core units plus
- 7 administration units plus
- 4 electives selected from the remaining administration units

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

### Conditions of enrolment

It is a condition of your enrolment with CTC that you actively participate in your studies. Active participation is submitting assignments, attending practical sessions if applicable, sitting exams or tests, submitting an applications for recognition of prior learning or completing units of competency.

**If you do not participate in your studies, future enrolment applications may be declined**

### Recognition

CTC provides a means of assessing and recognising your previous learning and current work experience relevant to the course you wish to study so you may avoid repeating what you already know. For information on Recognition, including instructions on how to apply, email: [training@ctcltd.com.au](mailto:training@ctcltd.com.au) or phone: (07) 4922 2008.

### You will need to be able to:

- Study independently
- Commit a suitable amount of time to your study and actively work to complete units in which you are enrolled
- Submit your first assignment within four (4) weeks of receiving your CTC learning materials
- Balance your work, personal life and study priorities throughout your course
- Access email to receive feedback and information regarding your course