



# CERTIFICATE III IN BUSINESS ADMINISTRATION

Office  
Administration  
Course

COURSE OUTLINE

## COURSE OVERVIEW

Welcome to Adapt Education!

LEARN

This course is suitable if you are currently working as or seeking to work in an administration role. In this course the focus is on dealing with customers, being an effective team member, prioritising work flow and using a range of office software programs. This Nationally Recognised course consists of 13 units:

ADAPT

BSBITU307 Develop keyboarding speed and accuracy  
BSBWOR204 Use business technology  
BSBITU303 Design and produce text documents  
BSBITU306 Design and produce business documents  
BSBWRT301 Write simple documents  
BSBWHS201 Contribute to health and safety of self and others  
BSBADM307 Organise schedules  
BSBWOR301 Organise personal work priorities and development  
BSBCUS301 Deliver and monitor a service to customers  
BSBCMM301 Process customer complaints

SUCCEED

**Electives** (Choose 3 from the list below)

BSBITU302 Create electronic presentations  
BSBITU304 Produce spreadsheets  
BSBITU309 Produce desktop published documents  
BSBFIA303 Process accounts payable and receivable  
BSBFIA302 Process payroll  
BSBFIA304 Maintain a general ledger

### ENTRY REQUIREMENTS

It is expected that students have well developed written and verbal communication skills, basic numeracy skills and basic computer operating skills. Upon receipt of your enrolment form you will be asked to complete a short Language, Literacy and Numeracy (LLN) test. We will use the results of this test to gauge your suitability for the course and to identify if you will benefit from any additional support. Adapt is able to assist participants whom experience LLN issues, or a disability. For your own benefit we encourage you to disclose if flexible learning strategies may be required.

### DURATION

You will have up to 2 years to complete but can progress at any pace. As a guide someone spending 8hrs per week on assessment, could expect to complete the course in approximately 6 - 8 months.

Students receiving study benefits from Centrelink (education supplement) will be obligated to complete the course in: 28 weeks (full time) or 56 weeks (part time)



## ONLINE

All course resources are provided online.

LEARN

Benefit from an easy to navigate elearning course. The online course is interactive, meaning less readings and more visually engaging resources. Resources can be printed or downloaded so you can complete your studies offline if needed.

## STUDY MODE

**Self-paced** study means that you can study at times and locations that suit you. No assessment due dates and no timetabled lectures or webinars. Fast track your study or take your time – the choice is yours.

**Blended** study has all the perks of self-paced study with the addition of face-to-face sessions with your trainer. You can book as many or as few face-to-face sessions as you like.

**Classroom** study provides a structured and supportive learning environment. This mode of study is available in: Brisbane, Gold Coast, Townsville. Please contact us to discuss upcoming course dates .

ADAPT

SUCCEED

## GOVERNMENT FUNDING

This course is approved for funding through the following agencies/programs:

- Certificate 3 Guarantee funding (eligible QLD residents only)
- Centrelink (Education Supplement)

Contact us and we will let you know if you or your employer may attract funding.

### Certificate 3 Guarantee funding

To be eligible for this subsidy you must:

- Be aged 15 years or above and no longer be at school
- Permanently reside in Queensland
- Be an Australian citizen or New Zealand citizen or Australian permanent resident (including those with a visa on the pathway to permanent residency).
- Not hold or be currently enrolled in a Certificate III or higher level qualification (Does not include qualifications completed at school or abroad)

Students approved for the Certificate 3 Guarantee funding will pay a student contribution fee. Concession card holders, Aboriginal or Torres Strait Islander people and will receive a concession rate.

## PAYMENT

**Payment plans** are offered with no additional fees or charges. You can nominate the instalment amount and frequency you are comfortable with.

<b>BSB30415 Certificate III in Business Administration</b>	<b>Non-Concessional</b>	<b>Concessional</b>
Standard course fee	\$1,980	\$1,980
Students who qualify for the Certificate 3 Guarantee		
Standard Student contribution fee	\$500	\$400
Student contribution fee - Group (4—10 students)	\$180	\$150
Student contribution fee - Group (11+ students)	\$40	\$25

- *Prices quoted are for self-paced, online or study. Please contact us for a quote on blended/classroom based options.*
- *Enrolments cannot be accepted from international students or those in Australia on a student or education visa.*



## HOW TO ENROL

### LEARN

Read the Student Handbook and this Course Outline before you enrol:

1. Go to [adapteducation.com.au/enrol-now](http://adapteducation.com.au/enrol-now) to complete your enrolment online; OR
2. Call us on 1300 380 335 to enrol over the phone

### COURSE COMMENCEMENT

Upon receipt of your enrolment form an Adapt Education staff member will contact you to conduct a pre-enrolment interview and to confirm your enrolment. Prior to commencing your course you will be asked to complete a Training Needs Analysis (TNA). This will assist us to select the best course structure for you.

### COURSE INDUCTION

All Adapt Education students will receive a course induction. Inductions may be completed face-to-face, on Skype, or over the phone. During your induction, your trainer will: take time to explain how to navigate your course resources and assessments; and provide you with some guidance on the depth and content expected in some of the different assessments.

### STUDENT SUPPORT

Regardless of the study mode you select, you will have unlimited access to your trainer through phone, email and instant messaging. We pride ourselves on having quick response times to every query. Delivery and assessment of this course can be customised. Please discuss your options with Adapt to ensure that we have created the course that best suits you.

### ASSESSMENT

Your assessment consists of two key areas:

- Theory assessment: text activities, written questions, projects, evidence portfolios.
- Practical assessment: includes demonstration of your skills in the workplace or a simulated environment. Recorded as observations by your supervisor, practical placement person or trainer.

### PRACTICAL

If you are already working in a role that involves administration, a practical placement will generally not be required. In instances where a student is not currently in a relevant job role, a practical placement of 200hrs should be arranged. Adapt Education can arrange your placement for you or you can arrange your own.

### COURSE COMPLETION

On successful completion of all course requirements you will be issued a Nationally Recognised Certificate III in Business Administration (BSB30415). All students completing or discontinuing their studies will be required to complete a student survey.

ADAPT EDUCATION RTO # 32452 | PO Box 5830 Manly QLD 4179 | [info@adapteducation.com.au](mailto:info@adapteducation.com.au)

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

1300 380 335

