



# CERTIFICATE III in BUSINESS ADMINISTRATION

*Create Opportunities for Your Future Today!*

## **DELIVERING THE LATEST PACKAGE NOW!**

Are you seeking a fresh career pathway?

Give yourself that **competitive edge** and **achieve your personal goals** by completing this course that will support existing skills or develop a new skill set **making you valuable to any employer**.

Certificate III in Business Administration is for you if you are just entering the workforce or looking for a career change.

## **Stand out in the crowd!**

### **THE NIGHT CLASS ADVANTAGE**

This new easy to do, no fuss course is offered in a **flexible study option**. This means you can **start any time** with the **option to attend evening workshops** over the duration of the course. You will be required to complete some study between sessions and are provided with all necessary training resources.

## **7 MORE REASONS WHY YOU CAN'T AFFORD TO MISS THIS OPPORTUNITY!**

Do you want a **career change but don't have the skills?** – doing this course will give you skills and knowledge to help fulfil the specific needs of industry employers

This **Life Changing Experience** will give you the confidence and motivation to enter the workforce or perform your current job at a higher level

Tactical is a **Multi Award Winning** company

You can **Start Immediately** – this means you do not have to wait; you can start your course straight away with Tactical's flexible study options

You will be **allocated a mentor** – this means you can contact your mentor anytime when you need advice or assistance whether it be for your course or employment advice

**Training Materials are Included** – no further costs will be incurred purchasing course materials

**Get the added benefit of learning and retaining skills using exciting new teaching methods.**

**Are you a new employee? You may be eligible for a traineeship through your current employer – RING TODAY TO FIND OUT HOW**

### **BSBITU307A Develop keyboarding speed and accuracy**

This unit describes the performance outcomes, skills and knowledge required to develop keyboard skills with speed and accuracy using touch typing techniques.

- Use safe work practices
- Identify and develop keyboard skills
- Check accuracy

### **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.

- Work safely
- Implement workplace safety requirements
- Participate in OHS consultative processes
- Follow safety procedures

### **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.

- Record payroll data
- Prepare payroll
- Handle payroll enquiries

### **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.

- Maintain financial journal systems
- Prepare bank reconciliations
- Maintain accounts payable and accounts receivable systems
- Process payments for accounts payable
- Prepare statements for accounts receivable
- Follow up outstanding accounts

### **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.

- Prepare to create presentation
- Create presentation
- Finalise presentation

### **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.

- Prepare to produce word processed documents
- Design word processed documents
- Add tables and other data
- Produce text documents

### **BSBITU304A Produce spreadsheets**

This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets through the use of spreadsheet software.

- Select and prepare resources
- Plan spreadsheet design
- Create spreadsheet
- Produce simple charts
- Finalise spreadsheets

### **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.

- Plan document
- Draft document
- Review document
- Write final document

### **BSBADM311A Maintain business resources**

This unit describes the performance outcomes, skills and knowledge required to determine, administer and maintain resources and equipment to complete a variety of tasks.

- Advise on resource requirements
- Monitor resource usage and maintenance
- Acquire resources

### **BSBPR0301A Recommend products and services**

This unit describes the performance outcomes, skills and knowledge required to provide advice and information within an organisation about the development and distribution of its products and services.

- Develop and maintain knowledge of products and services
- Recommend products and services
- Advise on promotional activities

### **BSBDIV301A Work effectively with diversity**

This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work.

- Recognise individual differences and respond appropriately
- Work effectively with individual differences

### **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.

- Establish schedule requirements
- Manage schedules

### **BSBFIA301A Maintain financial records**

This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes.

Maintain daily financial records

- Maintain general ledger
- Monitor cash control

## **DURATION**

CIII in Business (Business Administration) is delivered over a 6 month period and allowing up to 12 months for external students to complete all units and assessments.

## **RECOGNITION OF PRIOR LEARNING (RPL)**

RPL is available for participants who are able to demonstrate competence in any units of this qualification. Participants who have prior skills or experience gained through previous training, work and life experience are encouraged to contact us to discuss their eligibility for RPL.

## **TUITION FEES**

CIII in Business (Business Administration) Just \$1800

## **REGISTER TODAY**

Invest in your future. Contact Tactical today to get started immediately. Appointments are necessary – please call:

**Tactical Training Australia Pty Ltd**  
**(08) 8331 1620**

**Tactical Training is a MULTI AWARD WINNING Registered Training Organisation receiving a special commendation in 2008 for providing consistent levels of excellence in customer service**

