



## **BSB30415 Certificate III in Business Administration Online**

Want to outstanding team support with effective business document preparation. It's as easy as 1-2-3 Graduate with Australian Careers Business College Online.

### **ACBC ONLINE IS AS EASY AS '1-2-3-GRADUATE'**

- 1. MAKE AN ENQUIRY, COMPLETE AN APPLICATION AND ENROLMENT AND SELECT A DURATION FOR STUDY (26 OR 52 WEEKS).**
- 2. LOG IN AND ACCESS YOUR COURSE MATERIALS AND SUPPORT.**
- 3. LOG IN WEEKLY AND COMPLETE YOUR STUDY TASKS AND ASSESSMENTS.**

Graduate with a full nationally-recognised qualification when you have demonstrated competency for all units or graduate with a nationally-recognised Statement of Attainment for selected units.

Whether you are looking for a career choice or seeking to progress in your career, this versatile qualification can be applied in any industry.

We've got all the tools and support you need – at a pace to suit you. There's no need to attend a campus to enrol or complete your study.

Depending on your selected course duration, you could be framing your Australian Careers Business College qualification within 26 weeks. How does it get better than that? Courses commence on the next available Monday from your application date allowing for administration requirements.

BSB30415 Certificate III in Business Administration gives you hands-on skills and knowledge to contribute to any business team, including producing compelling business presentations and providing administrative support.

### **QUICK CHECK: AM I READY FOR THIS QUALIFICATION?**

#### **ENTRY REQUIREMENTS**

Year 10 of the NSW Higher School Certificate or its equivalent or mature age students. Don't have this requirement? Don't worry - We've got you covered! We have a simple and easy online assessment for you to help us determine that the course will suit your abilities. Talk to a Careers Advisor about this.

#### **PRE-REQUISITES**

No pre-requisites for this course

#### **THE ACBC ADVANTAGE**

Completing this qualification through ACBC creates many career advantages. Our trainers and assessors are respected business administration professionals. This qualification has been developed through consultation with leading business administration specialists to ensure industry-relevant course content.

## AVAILABLE TIME TO STUDY

It's important to make sure that your online study fits in with your work and lifestyle. Choose from 26 weeks OR 52 weeks to complete your study

<b>Study Options</b>	<b>Recommended minimum weekly study</b>	<b>Recommended minimum coach contact</b>	<b>Suggested minimum weekly log-in</b>
26 Weeks	8 Hours	Weekly	2
52 weeks	5 hours	Weekly	2

## QUALIFICATION UNITS OF COMPETENCY

To achieve the BSB30415 Certificate III in Business Administration 13 units must be completed.

### There are two Core Units in this qualification:

BSBITU307 Develop keyboarding speed and accuracy

BSBWHS201 Contribute to health and safety of self and others

### There are eleven Elective Units in this qualification:

BSBADM307 Organise schedules

BSBFIA303 Process accounts payable and receivable

BSBITU312 Create electronic presentations

BSBITU314 Design and produce spreadsheets

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBWRT301 Write simple documents

BSBADM311 Maintain business resources

BSBINM301 Organise workplace information

BSBINM303 Handle receipt and dispatch of information

BSBWOR301 Organise personal work priorities and development

## COURSE FEES

- Tuition Fee \$3,900.00  
This is \$75 per week for a 52 week enrolment or \$150 per week for a 26 week enrolment  
A payment plan across the duration of the course can be put in place

## What You Will Need

- Computer Access (word processing, web surfing, downloading forms and templates)
- Access to the Internet and Access to Google Drive (Google account)
- Email address (for enrolment communication)

## LEARNING RESOURCES

All learning resources are provided for students enrolling into this qualification including, Learner Management System, learner guide and assessment instructions at no cost.

## QUALIFICATION

Graduates completing all components of the course and demonstrating competence in all units will be awarded a nationally recognised BSB30415 Certificate III in Business Administration. 1. A nationally recognised Statement of Attainment will be issued where a student has withdrawn but has successfully completed part of the qualification or completes the course but does not demonstrate competency in all units.

**ACBC is a Registered Training Organisation (RTO) No. 90271.**  
**For further information, please call 1300 COLLEGE or visit our website: [www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au)**