

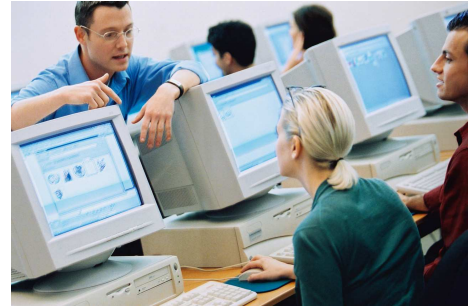


## Certificate III in Business Administration Traineeship - BSB30407

### 17 Day Program

13 Units in total are to be completed:

*\*Each unit below requires one day College attendance unless specified.*



#### CORE (compulsory)

- Develop keyboarding speed and accuracy
- Participate in OHS processes

Both these modules will be delivered together over two consecutive days

#### ADMINISTRATION

**Choose 7 Units from:**

- Design and produce text documents (Word) *(2 Day Module)*
- Create electronic presentations (PowerPoint)
- Produce spreadsheets (Excel)
- Produce desktop published documents (Publisher)
- Organise schedules (Outlook)
- Write simple documents
- Design and produce business documents
- Process payroll (MYOB) *(2 Day Module)*

- Process accounts payable & receivable
- Maintain general ledger

*(4 Day Module)*

*Produce Accounts Payable & Receivable and Maintain General Ledger are taught together in one course – Manual Bookkeeping*

#### GENERAL BUSINESS ELECTIVES

**Choose 4 Units either from remaining Administration Units and/or from the Business Electives listed below:**

- Create and use databases (Access)
- Organise workplace information
- Deliver and monitor a service to customers
- Recommend products & services
- Contribute to effective workplace relationships

**Additional Support** - Catch up days with Trainer assistance at College are offered every month (please refer to your consultant for more information.)



## MODULE DESCRIPTORS

### CORE (compulsory)

**1. Develop Keyboarding Speed and Accuracy – BSBITU307A**

This unit develops keyboard skills with speed and accuracy using touch typing techniques. Trainees will attain a speed statement assessed in accordance with Australian standards.

**2. Participate in OHS Processes - BSBOHS201A**

This unit enables Trainees to work safely, implement workplace safety requirements, participate in OHS consultative processes and follow safety procedures.

### ADMINISTRATION UNITS (7 to be chosen)

**3. Design and Produce Text Documents (Word) – BSBITU303A**

This unit develops the skills and knowledge to design, prepare and produce word processed documents. Also covered is the use of tabs, columns, complex tables, mail merge, complex editing & file processes.

**4. Create Electronic Presentations (PowerPoint) – BSBITU302A**

This unit designs and produces electronic presentations for speakers, for self access and for online access. Trainees learn how to prepare, create and finalise PowerPoint presentations.

**5. Produce Spreadsheets (Excel) – BSBITU304A**

This unit teaches the skills and knowledge required to develop spreadsheets through the use of spreadsheet software. It applies to trainees who require skills in the creations of spreadsheets that include formatting, formulae and charts. Trainees learn how to select and prepare resources, plan spreadsheet design, create spreadsheets, produce simple charts and finalise spreadsheets.

**6. Produce Desktop Published Documents (Publisher) – BSBITU309A**

This unit teaches Trainees. Trainees learn how to prepare, design, set up, create and finalise desktop published documents like brochures, flyers, calendars and promotional material.

**7. Organise Schedules – BSBADM307B**

This unit teaches Trainees to manage appointments and diaries for personnel within and organisation, use manual and electronic diaries, schedules and other appointment systems. At the end of this module Trainees should be able to establish workplace schedule requirements and manage schedules.

**8. Write Simple Documents – BSBWRT301A**

This unit gives the skills and knowledge required to plan, draft and review a basic document before writing the final version. At the end of this module Trainees should be able to plan, draft, review and write a final document for print or electronic communication (memo's, letters, forms, emails, reports)

**9. Design and Produce Business Documents – BSBITU306A**

This units brings skills from all computer applications learnt together to design and produce business documents and publications, like developing management proposals or a company newsletter.

**10. Process Payroll (MYOB) – BSBFIA302A**

This unit develops the skills to process payroll from provided data using manual and computerised payroll systems. Trainees learn to record payroll data, prepare payroll and handle payroll enquiries on MYOB version 13.

**11. Process Accounts Payable and Receivable – BSBFIA303A**

**12. Maintain a General Ledger – BSBFIA304A**

These units focus on maintaining accounts payable receivable records and maintaining a manual general ledger. Trainees learn the manual system for maintaining financial journal systems, preparing bank reconciliations, maintaining accounts payable and receivable systems, processing payments for accounts payable, preparing statements for accounts receivable and following up outstanding accounts , processing journal entries and preparing a trial balance.



GENERAL BUSINESS UNITS (4 extra units from above or below to be chosen)

**13. Create and Use Databases (Access) – BSBITU301A**

This unit teaches the skills and knowledge required to create simple two table relational databases with reports and queries, for the storage and retrieval of information. At the end of this module Trainees should be able to create a simple database, create reports and queries and use a database.

**14. Organise Workplace Information – BSBINM301A**

This unit teaches the skills and knowledge required to gather, organise and apply workplace information in the context of their organisation's work processes and knowledge management systems. At the end of this module Trainees should be able to collect, assess, organise and review information needs.

**15. Deliver and Monitor a Service to Customers – BSBCUS301A**

This unit teaches the Trainee how to identify customer needs, deliver service to customers, monitor and report on service delivery, work effectively within a commercial or business environment including identifying the rights and responsibilities of employees & employers, and conducting business in accordance with the organisational goals, values and standards.

**16. Recommend Products and Services – BSBPRO301A**

This unit focuses on giving the Trainee skills and knowledge to provide advice and information within an organisation about the development and distribution of its products and services. At the end of this module Trainees should be able to develop and maintain knowledge of products and services, recommend products and services and advise on promotional activities.

**17. Contribute to Effective Workplace Relations – BSBFLM303C**

This unit looks at the skills and knowledge required to gather and maintain effective working relationships and networks, with particular regard to communication and representation. At the end of this module Trainees should be able to seek, receive and communicate information and ideas, encourage trust and confidence, identify and use networks and relationships and contribute to positive outcomes.