

## Student Information

Detailed student information is available in our Student Handbook.

## Assessment

All assessments will be based on the principles of competency-based training and assessment. In general, a holistic approach will be taken to assessment, using one or two integrated tasks which cover the unit requirements. Appropriate tasks may include role plays, compilation of a personal portfolio or research and preparation of an application. Students who do not attend class may not be assessed.

## Recognition of Prior Learning

Applicants can apply for relevant work experience and prior informal learning obtained through training and education, to be assessed by an RPL process. Students should notify of their intention to apply for RPL. A fee will apply.

## Certificate

Upon satisfactory completion of course qualification requirements, students will be issued a Certificate or Statement of Attainment for units successfully completed. For further information refer to your Student Handbook.

This course can lead directly into a range of education and training pathways including Certificate IV in Business Administration.

## Mission Statement

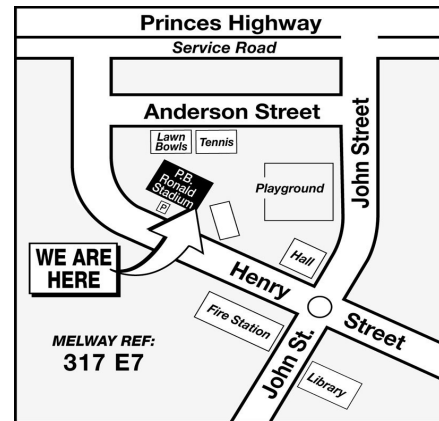
Living Learning Pakenham Incorporated is committed to providing lifelong learning in a caring, professional, supportive community environment, which contributes to the economic, social and cultural development of individuals and the community.

## Victoriaworks for parents returning to work.

Helps parents who want to return to work meet the cost of retraining, books and Materials, course fees, transport and Childcare, for further information

Log on to

[www.workforce.vic.gov.au/victoriaworks](http://www.workforce.vic.gov.au/victoriaworks)



LIVING LEARNING PAKENHAM INCORPORATED  
Reg. No.A0019009A

**Tel 5941 2389**

**Fax 5941 2326**

**Email: [llinc@llinc.com.au](mailto:llinc@llinc.com.au)**

**Web: [www.llinc.com.au](http://www.llinc.com.au)**



Dec09

## Certificate III in Business Administration

**BSB30407**

Nationally Recognised Training



Living  
**learning**  
Pakenham

## **CERTIFICATE III in BUSINESS ADMINISTRATION BSB30407**

Improve your job prospects with intermediate level computer skills, operate effectively in a work environment, bookkeeping skills including payroll, accounts payable and receivable and maintaining a general ledger.

This course requires a Certificate II in Business Administration or equivalent office experience.

Certificate III in Business Administration has a homework load. Please note that computers are accessible to students by appointment.

Successful completion requires a minimum of 8 Common Business Units and the 4 elective units as listed.

### **Enrolment Information**

#### **Where and When?**

Classes take place at Living Learning Pakenham 6B Henry St Pakenham on Tuesdays & Wednesdays 9.30am-3.00pm and Thursdays 9.30am—1.00pm.

Course runs from July to December

#### **How?**

To enrol in a course, an enrolment form and full payment must be received by Living Learning Pakenham no later than one week prior to course commencement date.

Our office hours are Monday to Friday from 9am - 4pm. Enrolments can be arranged by telephone. EFTPOS, Cheque or cash payment accepted.

**For more details telephone  
5941 2389**

## **COURSE UNITS**

### **BSBOHS201A Participate in OHS Process**

Assist incorporation of Occupational Health and Safety policy and procedures into the work team. Support participative arrangements for the management of Occupational Health and Safety.

### **BSBITU301A - Create and Use Databases**

Create simple databases with reports and queries for storage and retrieval of information.

**BSBITU302A - Create Electronic Presentations** Skills and knowledge required to design an electronic presentation.

### **BSBITU306A - Design and Produce Business Documents:**

Skills required to design and produce various business documents and publications

### **BSBWOR301A - Organise Personal Work Priorities and Development:**

Skills required to organise own work schedules to monitor and obtain feedback on work performance and maintain required levels of competence

### **BSBWRT301A –Write Simple Documents**

Skills required to plan, draft and review a basic document before writing the final version.

**BSBITU307A– Develop keyboarding speed and accuracy** - Learn skills to develop keyboard, speed and accuracy using touch typing techniques

### **BSBADM307B– Organise schedules**

Covers requirements to manage appointments and diaries for personnel within an organisation using manual and electronic diaries, schedules and other appointment systems.

**BSBINN201A– Contribute to workplace innovation:** Skills required to make a proactive and positive contribution to workplace innovation

### **BSBFIA301A– Maintain financial records**

Skills and knowledge required to maintain financial records, including maintaining daily financial records reconciling debtors, creditors, systems preparing general ledger and trail balance.

### **BSBFIA303A - Process accounts payable and 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

### **BSBFIA304A- Maintain a general ledger**

Process journal entries; prepare a trial balance.

### **BSBFIA302A- Process Payroll**

Record payroll data; prepare payroll; handle payroll enquiries.

(course content subject to change)

Telephone **5941 2389** or drop into 6B Henry Street Pakenham