

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.

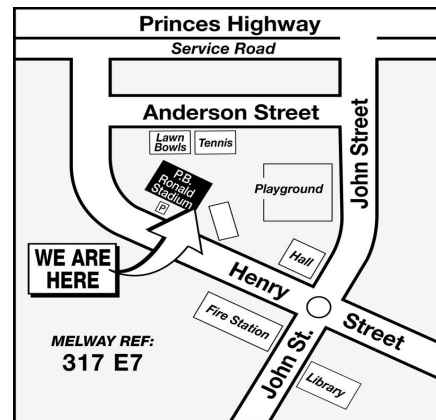
This course can lead directly into a range of education and training pathways including Certificate IV in Business Administration.

Mission Statement

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

Fees and Charges Guidelines

ACFE funded courses incur a minimum charge of \$55. The maximum any student can pay in course fees for ACFE funded courses in one year is \$877. Concession card holders are required to only pay the \$55 minimum course fee once during a calendar year and are entitled to unlimited ACFE funded courses. Student registration, amenities and materials fee and text book fees will still apply to some courses.



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Certificate III in Business Administration

BSB30201

Nationally Recognised Training



Living
learning
Pakenham

CERTIFICATE III in BUSINESS ADMINISTRATION BSB30201

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 9.00am—1.00pm.

Course commences Tuesday 15th July and finishes Thursday 4th December

Course Costs

| | |
|-------------------|----------|
| Registration: | \$10.00 |
| Course Cost: | \$568.55 |
| Concession cost: | \$55.00 |
| Student Amenities | \$64.50 |
| Textbook | \$200.00 |

Payment Plans are available. A Minimum deposit of \$265.00 must be paid on enrolment

COURSE UNITS

BSBCMN301A - Exercise initiative in a business environment

Model high standards of business practices; influence individuals and groups positively; make informed decisions.

BSBCMN304A - Contribute to personal skill development and learning

Identify your need for new skills; developing your skills; checking your progress.

BSBCMN306A - Produce business Documents

Selecting and preparing resources; designing business documents; producing documents.

BSBCMN311A - Maintain workplace safety

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.

BSBCMN318A - Write simple documents

This unit covers the writing of basic documents for print or electronic communication, such as memos, letters forms, email messages and summaries of information for inclusion in reports.

BSBADM306A - Create electronic Presentations

Designing an electronic presentation; producing an electronic presentation

BSBADM307A - Organise schedules

Establish schedule requirements; manage schedules.

BSBADM305A - Create and use databases

Use safe work practices; create simple databases; create simple database queries

BSBCMN207A - Prepare and process financial / business documents

Petty cash; prepare and process banking documents; invoicing

BSBADM 308A - Process payroll

Record payroll data; prepare payroll; handle payroll enquiries

BSBADM 309A - 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

BSBADM 310A - Maintain a general ledger

Process journal entries; prepare a trial balance.

Course content subject to change

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