



COURSE DESCRIPTION:

This course has been designed to equip students with the essential knowledge, skills and attributes required for a variety of career paths in a wide range of clerical and administrative occupations. The Certificate III in Business Administration traineeship will equip you with skills and knowledge to expand your career opportunities.

CAREER PROSPECTS:

- Accounts Receivable and Payable Clerk
- Data Entry Operator
- Payroll Officer
- Receptionist
- Office Administrator
- Clerk
- Personal Assistant

BENEFITS OF TRAINEESHIP FOR EMPLOYERS

- May be eligible for workplace incentives from the State or Federal Government
- Training is blended online / workplace delivery
- Regular contact to support training
- Employer get staff who receive formal training that benefit the workplace

Sarina Russo Institute is working with Employers to provide Government funded training in Nationally Recognised Qualifications

COURSE OUTLINE:

2 Core Units + 7 Elective Units + 4 Other Elective Units

CORE	UNIT OF STUDY
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBITU307	Develop keyboarding speed and accuracy
ELECTIVE	UNIT OF STUDY
BSBADM307	Organise schedules
BSBITU303	Design and produce text documents (Word)
BSBITU304	Produce spreadsheets (Excel)
BSBITU302	Create electronic presentations (PowerPoint)
BSBITU309	Produce desktop published documents (Publisher)
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBFIA304	Maintain a general ledger
OTHER ELECTIVES	UNIT OF STUDY
BSBITU201	Produce simple word processed documents
BSBWOR301	Organise personal work priorities and development
BSBFLM303	Contribute to effective workplace relationships
BSBINM301	Organise workplace information
BSBPRO301	Recommend products and services
BSBFIA301	Maintain financial records
BSBDIV301	Work effectively with diversity
BSBSUS201	Participate in environmentally sustainable work practices

All courses are subject to change and availability.