

Certificate III in Business Administration BSB30407

Jigsaw Consulting Group has built an excellent reputation in providing nationally accredited training courses in business administration and business management, medical administration and medical management. We understand that our clients are looking for options and flexibility within training. Our success has been built on a delivery approach of personalised training that meets the needs of our client and the individual.

The Certificate III in Business Administration reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion, judgement. They may provide technical advice and support to a team.

Delivery Method

Jigsaw Consulting Group offer one-to-one training at your workplace, group sessions or regular workshops held in our training room. We ensure that our training delivery is flexible and designed to the needs of you and your employer (if applicable). This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

Career outcomes

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Accounts Receivable/Payable Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator

Investment

Jigsaw Consulting Group offer flexible payment options for all their accredited training.

Please note: Government Funded incentives may be available for you or your staff.

**To find out more information on the Certificate III in Business Administration,
Phone Jigsaw on 1300 943 438.**

The **Certificate III in Business Administration** requires the completion of 13 units, made up of **2 core units and 11 elective units**.

7 of the elective units must be selected from the **Group A** units listed below.

The remaining 4 elective units may be selected from the **Group B** elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package or accredited course at the same qualification level.

If not listed below, **2 of the elective units** may be selected from a Certificate II or Certificate IV qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units

- BSBITU307A Develop keyboarding speed and accuracy
- BSBOHS201A Participate in OHS processes

Group A Elective Units

- BSBFIA303A Process accounts payable and receivable
- BSBADM307B Organise schedules
- BSBITU302B Create electronic presentations
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBITU306A Design and produce business documents
- BSBWRT301A Write simple documents

Group B Elective Units

- BSBCUS301A Deliver and monitor a service to customers
- BSBDIV401A Work effectively with diversity
- BSBFIA301A Maintain financial records
- BSBADM311A Maintain business resources
- BSBCMM301A Process customer complaints
- BSBWOR301A Organise personal work priorities and development