Ready to start your career in the world of business administration?

Our Certificate III in Business is designed to enhance your understanding of business essentials, administration and customer service and at the same time provide you with a broad range of skills to apply in a work situation.

This Nationally Recognised Qualification will provide you with the training needed to enhance your employability skills to work within an office environment across various disciplines including:

- Customer Service
- Reception
- Data Entry
- Record Keeping
- Payroll
- Finance
- Computing
- Database and Spreadsheets

To express your interest in enrolling in this course, please complete your personal information below.

**Personal Information**

<table>
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<tr>
<th>Name:</th>
<th>Contact Number:</th>
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<td>Date of Birth:</td>
<td>Signature:</td>
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Briefly outline your reasons for expressing an interest in enrolling in this course:
Detailed Course Information

Duration: Commences 12 March, 2014
2 days per week 9-3pm for 26 weeks
(Please call us discuss alternative schedules depending on your chosen stream)

Venue: Kiama Community College, 7 Railway Pde, Kiama

Fee: $539 (normally $3000)

Suitable For
This qualification reflects the job roles of employees in business administration with functions that could include: Customer Service, Reception, Data Entry, Record Keeping, Payroll, Finance, Computing, Database and Spreadsheets.

Certificate III in Business Administration offers participants practical office skills, developed in a simulated office environment and the skills required to gain employment.

This course will offer you the flexibility to specialise in particular areas of study. Stream 1 is suitable for students who wish to follow a financial pathway. Stream 2 is for students who wish to follow a medical pathway.

Pathways to Higher Level Qualifications
Students who successfully complete this course will be issued with a Nationally Accredited Qualification – Certificate III in Business [BSB301112].

This qualification will give you credit for the units listed below if you wish to undertake a higher level qualification in the Business industry in the future such as Certificate IV in Business Administration – [BSB40507]. You can also obtain credit to specialise in qualifications such as Certificate III in Accounts Administration [FNS30311] or Certificate III in Business Administration (Medical) [BSB31112], which will support career progression in your chosen field.

Common Units
- BSBWHS302A Apply Knowledge of WHS Legislation in the workplace
- BSBCUS301B Deliver and monitor a service to customers
- BSBWOR301B Organise personal work priorities and development
- BSBITU306A Design and produce business documents
- BSBITU302B Create electronic presentations
- BSBINT301A Promote innovation in a team environment
- BSBINM301A Organise workplace information

Choose one of these streams:

Stream 1: Financial
- BSBFIA301A Maintain financial records
- CAICT203A Operate accounting software applications
- BSBFIA302A Process payroll
- BSBFIA303A Process accounts payable and receivable

Stream 2: Medical Terminology
- BSBMED301B Interpret and apply medical terminology appropriately
- BSBMED303B Maintain patient records
- BSBBMED305B Apply the principles of confidentiality, privacy and security within the medical environment
- BSBMED401B Manage patient record keeping systems