



**Wyndham**

Community &  
Education Centre Inc.

*Improving lives - Strengthening communities*

BSB30415

## **Certificate III in Business Administration**

Vocational Education & Training



**Winner 2015 Learn Local - Learn Local Legend**

**Winner 2014 Learn Local - Excellence in Creating Local Solutions**

**Winner 2013 Wyndham Business Awards - Not for Profit Small**



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[enquiries@wyndhamcec.org.au](mailto:enquiries@wyndhamcec.org.au)

[www.wyndhamcec.org.au](http://www.wyndhamcec.org.au)

## About us

Wyndham Community & Education Centre Inc. (Wyndham CEC) offers quality community programs and education opportunities to the local community.

Founded over 40 years ago, Wyndham CEC is one of Victoria's largest Adult & Community Education providers and a leader in supporting people and communities to make positive changes for their future.

### **TRAINING SERVICES AT WYNDHAM CEC**

Training at Wyndham CEC is delivered to eligible individuals with Victorian and Commonwealth government funding.

Individuals with disabilities are encouraged to access government subsidised training.

# Why choose Wyndham CEC?

ALL OUR PROGRAMS ARE DELIVERED LOCALLY



GOVERNMENT FUNDING AVAILABLE FOR ELIGIBLE INDIVIDUALS



OUR STAFF ARE HIGHLY EXPERIENCED, QUALIFIED PROFESSIONALS



WE OFFER FULL SUPPORT TO ACHIEVE YOUR GOALS



USER-FRIENDLY RESOURCES MAKE IT EASY TO LEARN



AFFORDABLE PROGRAMS THAT CAN BE PAID INSTALMENTS



DAY, EVENING & WEEKEND CLASSES AVAILABLE DEPENDENT ON DEMAND

## Testimonials

'My trainer was so supportive and it was great to be able to do the course locally.' - **Fiona Storey**

'I got my qualification and learnt so much. Every lesson was fun and informative' - **Samantha Barry**

'This course was just what I was looking for; it has given me the confidence to look for new employment opportunities' - **Christopher Prestegar**



# **Certificate III in Business Administration**

## **Gain the skills you need to succeed**

Certificate III in Business Administration provides you with the skills and knowledge for employment in an office environment. This course includes computer skills, basic accounts and payroll, communication and customer service skills.



- Administration assistant
- Receptionist
- Data entry operator
- Project assistant
- Clerk
- Accounts receivable clerk
- Accounts payable clerk
- Medical receptionist

## **Possible education pathways include:**

- BSB40515 Certificate IV in Business Administration
- TAE40110 Certificate IV in Training and Assessment

# Certificate III in Business Administration

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## Course details



### Core Units

<b>BSBWH5201</b>	Contribute to health and safety of self and others
<b>BSBADM302</b>	Produce text from notes
<b>BSBADM307</b>	Organise schedules
<b>BSBWOR301</b>	Organise personal work priorities and development

### Information Technology Units

<b>BSBITU201</b>	Produce simple word processed documents
<b>BSBITU202</b>	Create and use spreadsheets
<b>BSBITU307</b>	Develop keyboarding speed and accuracy
<b>BSBITU309</b>	Produce desktop published documents
<b>BSBITU303</b>	Design and produce text documents
<b>BSBITU302</b>	Create electronic presentations

### Finance Units

<b>BSBFIA303</b>	Process accounts payable & receivable
<b>BSBFIA304</b>	Maintain general ledger
<b>BSBFIA302</b>	Process payroll

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# **Certificate III in Business Administration**

## Summary

This training is delivered with Victorian and Commonwealth Government funding subject to eligibility. Fee for service courses are also available. A student services and amenities fee applies to all courses.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study, informal or formal learning, or from work and/or life experience.

Wyndham CEC recognises any Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs). Credit will therefore be given for units of competency for which an original official certificate or Statement of Attainment is produced.

On successful completion of core and elective units, the Certificate III in Business Administration qualification will be awarded.

Students who successfully complete one or more units of competency within this Qualification will receive a Statement of Attainment.

This qualification is recognised nationally.

All courses are delivered in Wyndham.





## Enrolment Information

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Applicants will be selected based on an interview and interest level in the course. Applicants should have a minimum of year 10 level of literacy and numeracy. Any special needs or requirements can be discussed at the enrolment interview.

People with a disability are encouraged to apply.

For more information please call **9742 4013**

## Fees & Charges

Course costs are determined at interview.



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Registered Training Organisation #4179  
Assoc No. A0002509M

## MAIN OFFICE

3 Princes Highway, Werribee VIC 3030

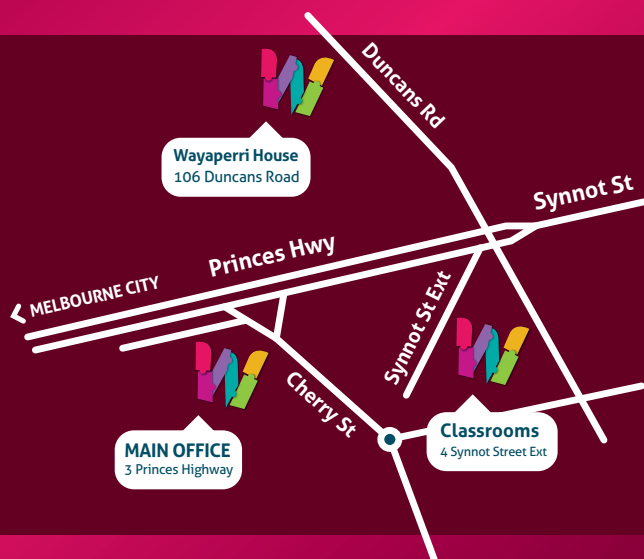
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For further information please contact the main office on **9742 4013**  
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