

NATIONALLY RECOGNISED TRAINING

BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

Adelaide

28 January – 23 May 2019

The DOME Association is offering training in Business Administration Skills for those who wish to gain further skills in order to improve their employment opportunities.

This qualification provides people with the skills for a range of administrative roles in a variety of office or business environments. Students will learn and practice IT and document preparation skills as well as skills in office administration and keeping financial records.

Duration

Classes are held at DOME, Level 7, 50 Grenfell Street, Adelaide, on Tuesdays, Wednesdays and Thursdays each week for 16 weeks from 28 January to 23 May 2019.

Supportive training in the classroom

Training takes place in our fully equipped classroom with a qualified and experienced trainer. Students are provided with all the training materials that they need to get the maximum out of the course. Before students are enrolled they must attend an interview where the course requirements and the industry sector are explained in detail.

Employment

Eligible students may access the DOME Employment Services at no cost in order to assist them in finding suitable employment.

Eligibility requirements

- A level of English language proficiency which will allow you to benefit from the course. This will be assessed prior to enrolment.
- A level of basic computer literacy which will allow you to benefit from the course. This will be assessed prior to enrolment.

Course Fees

A subsidised fee is available for people who are eligible for training under the SA Government Skilling SA scheme. The student contribution is \$210.00 or \$150.00 with concession. SkillingSA eligibility can be viewed at <http://www.skills.sa.gov.au/training-learning/check-your-eligibility/eligibility-explained>

If ineligible for the subsidised fee the full fee is \$2,400

Fees will include all training and assessment materials. Payment plans are also available.

Phone Deb, the DOME Training Administrator, on 8410 4344 or email training@dome.org.au for more details about how you can take part in this exciting opportunity

HOME REGISTERED TRAINING ORGANISATION NUMBER: 4430



HEAD OFFICE

Level 7, 50 Grenfell St
ADELAIDE, SA

PHONE

08 8410 4344

FAX

08 8410 4199

EMAIL

training@dome.org.au

WEBSITE

www.discoverdome.org.au

Supported through Skilling SA by
the Government of South Australia

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Program

IT and document preparation skills

BSBITU307^c Develop keyboarding speed and accuracy (*Core Unit*)

BSBWRT301 Write simple documents

BSBITU306 Design and produce business documents

BSBITU314 Design and produce spreadsheets

BSBITU312 Create electronic presentations

BSBITU309 Produce desktop published documents

Administration skills

BSBWHS201^c Contribute to health and safety of self and others (*Core Unit*)

BSBDIV301 Work effectively with diversity

BSBADM307 Organise schedules

BSBINM301 Organise workplace information

BSBWOR204 Use business technology

Financial skills

BSBFIA301 Maintain financial records

BSBFIA303 Process accounts payable and receivable

Awards

Successful candidates will be awarded the *BSB30415 Certificate III in Business Administration*. A Statement of Attainment is awarded to those achieving competency in individual units.

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