

CERTIFICATE III IN BUSINESS ADMINISTRATION

*Get started on a rewarding career
in office administration today!*



INTRODUCTION

Enrolling in the Certificate III in Business Administration will help you acquire a broad range of knowledge and skills required to perform office related and administrative tasks in a variety of small and large businesses as well as in the government sector.

EMPLOYMENT OPPORTUNITIES

Potential jobs for someone with a Certificate III in Business Administration may include:

- Accounts receivable clerk
- Administration officer
- Clerical officer
- Data entry operator
- General clerk
- Junior personal assistant
- Legal receptionist
- Office administration assistant
- Word processing operator



QUALIFICATION

On successful completion of this course you will be awarded the **nationally accredited** BSB30412 Certificate III in Business Administration.



COURSE REQUIREMENTS

When awarded your BSB30412 qualification you will have successfully completed the following units of competency:

- Develop keyboarding speed and accuracy
- Create and use databases
- Process payroll
- Produce desktop published documents
- Produce spreadsheets
- Write simple documents
- Design and produce text documents
- Deliver and monitor a service to customers
- Organise schedules
- Create electronic presentations
- Contribute to health and safety of self and others
- Produce simple word processed documents

**Government funding* is
available for this course!**

**Call (07) 3848 5349 now
for more information.**

FLEIBLE STUDY / PAYMENT OPTIONS

Full or part-time study options available. Pay weekly or monthly as you learn.

DELIVERY AND ASSESSMENT

This qualification is delivered and assessed by one of our qualified and experienced business trainers.

Assessment methods used are in accordance with the Australian Quality Training Framework (AQTF) and may include:

- Underpinning knowledge questions
- Practical activities or projects
- Third party reports from a supervisor
- Workplace observation
- Written or verbal questioning

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) enables you to receive recognition for the skills, knowledge and experience you already possess, regardless of where the learning was obtained. This may reduce both the course fee and duration.

LEARNING PATHWAY

Following attainment of this qualification, you may choose to enhance your employment or career prospects further by undertaking the BSB40507 Certificate IV in Business Administration.

* For eligible students.

