

# Certificate III in Business (Administration)



**REGISTER NOW!**

**FUNDING  
OPTIONS  
AVAILABLE\***  
CONTACT US TO  
CHECK YOUR  
ELIGIBILITY

***Are you interested in a business administration career?  
This course can help you build the fundamental skills needed  
to succeed.***

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team. The qualification will provide you with a range of skills required for employment in general business operations.

## TOTAL COURSE UNITS – 13

### 6 CORE UNITS

- BSBCRT311** Apply critical thinking skills in a team environment
- BSBPEF201** Support personal wellbeing in the workplace
- BSBSUS211** Participate in sustainable work practices
- BSBTWK301** Use inclusive work practices
- BSBWHS311** Assist with maintaining workplace safety
- BSBXC301** Engage in workplace communication

### 7 ELECTIVE UNITS

- BSBTEC301** Design and produce business documents
- BSBTEC302** Design and produce spreadsheets
- BSBPEF301** Organise personal work priorities
- BSBINS202** Handle receipt and dispatch of information
- BSBOPS301** Maintain business resources
- BSBOPS303** Organise schedules
- BSBPUR301** Purchase goods and services

## QUALIFICATION

**BSB30120**

**Certificate III in Business (Administration)**

## CAREER OPPORTUNITIES

Office administration assistant, Receptionist, General clerk, Data entry operator, Administration officer

## ENTRY REQUIREMENTS

- No formal entry requirements
- Students enrolling online must have access to an internet connected computer with webcam and microphone, PDF reader, and Word Processing and Spreadsheet Software

## COURSE FEE

\$1800

\*You may be eligible for government subsidised training. Contact us for more information and eligibility check.



ACCREDITATION

NATIONALLY  
RECOGNISED  
QUALIFICATION

COURSE LENGTH

UP TO  
12 MONTHS

STUDY OPTIONS

SELF PACED  
AT OUR  
TRAINING HUB  
OR  
ONLINE

% EMPLOYED

78%<sup>^</sup>

DATA SOURCE: <sup>^</sup>www.myskills.gov.au 2022

For more information visit [www.designerlife.com.au](http://www.designerlife.com.au) | Call (07) 3333 2055 or email [info@designerlife.com.au](mailto:info@designerlife.com.au)



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