



# Launch your career in business

BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

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## **Course Description**

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 provides a pathway to work in a diverse range of businesses.

Individuals with this qualification are able to perform roles such as administration assistant, clerical worker, data entry operator, information desk clerk, office junior or receptionist.

### **Total Number of Units - 13**

2 core units and 11 elective units.

### **2 Core Units**

BSBITU307 Develop keyboarding speed and accuracy

BSBWHS201 Contribute to health and safety of self and others

### **11 Elective Units**

BSBADM307 Organise schedules

BSBITU312 Create electronic presentations

BSBITU313 Design and produce digital text documents

BSBITU314 Design and produce spreadsheets

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBWRT301 Write simple documents

BSBADM311 Maintain business resources

BSBDIV301 Work effectively with diversity

BSBSUS201 Participate in environmentally sustainable work practices

BSBWOR301 Organise personal work priorities and development

**Course fee \$1800 - Funding options may apply.**

**Contact us for more information and eligibility check.**

### **Mode of delivery:**

Face-to-face, online, self-paced

### **Entry Requirements**

No entry requirements.

Industry work placement will be provided to learners.



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