



NATIONALLY RECOGNISED
TRAINING

RTO: 32502 | ABN: 13 976 018 396

BSB30415

Certificate III in Business Administration

MODE OF DELIVERY

- Face-to-face, self paced at our training hub
- Online

ENTRY REQUIREMENTS

- No entry requirements
- Students enrolling online must have access to a computer and the internet

TOTAL COURSE UNITS - 13

- 2 Core units
- 11 Elective units

COURSE FEE

\$1800 - funding options may apply
Contact us for more information
and eligibility check.

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.

COURSE LENGTH

- Up to 12 months.

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

ENROL HERE



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