



BSB30415



Certificate III in **BUSINESS ADMINISTRATION**

Course Description

The Certificate III in Business Administration will give you a broad range of administrative skills to perform routine tasks and duties in an office environment. The skills and knowledge you gain will allow you to work under instruction, support a team or work autonomously in a variety of work contexts.

Starting out in the business world?
Need to boost your business office
know how?

This course will teach you:

- » General administration tasks and how to organise workplace information
- » Customer service techniques and reception duties
- » How to work in an office environment
- » How to create databases, documents and other presentations

Nationally Accredited Training

Acquire the essential skills and knowledge required to work in business administration.



DGT@DGT.ORG.AU | 1300 010 185 | DGT.ORG.AU



BUILDING WORKFORCE **CAPACITY & CAPABILITY.**

Course Delivery

This course is being delivered in a face to face classroom environment.

- » All training is undertaken through our Online Learning Portal, accompanied by flexible learning that is competency-focused, allowing students to achieve outcomes at their own pace.

Program Length

- » Face to face classroom learning
- » Two (2) days per week for a duration of sixteen (16) weeks in total
- » Students are required to complete learning outside the classroom on the Online Learner Portal

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**ENROL
TODAY.**

Certificate III in **BUSINESS ADMINISTRATION**

EMPLOYMENT PATHWAYS

This qualification empowers those starting out in roles such as;

- » Accounts Clerk
- » Office Administrator
- » Receptionist
- » Administration Assistant
- » Personal Assistant
- » Data Entry Operator

ABOUT THE COURSE

Course Requirements

To be awarded this qualification, competency must be demonstrated in 13 units of competency.

There are two (2) core units to complete and eleven (11) elective units as listed below:

Core Units:

- | | |
|--|--|
| » BSBITU307
Develop keyboarding speed & accuracy | » BSBWHS201
Contribute to health & safety of self & others |
|--|--|

Elective Units:

- | | |
|---|---|
| » BSBADM307
Organise schedules | » BSBITU313
Design & produce digital text documents |
| » BSBCUS301
Deliver & monitor a service to customers | » BSBITU314
Design & produce spreadsheets |
| » BSBCMM301
Process customer complaints | » BSBITU306
Design & produce business documents |
| » BSBINM301
Organise workplace information | » BSBWRT301
Write simple documents |
| » BSBWOR301
Organise personal work priorities & development | » BSBFIA303
Process accounts payable & receivable |
| » BSBITU312
Create electronic presentations | |



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