

BSB30415

Certificate III in Business Administration



Capitalise on an industry with more career opportunities

Our interactive course gives job seekers a qualification and entry into an industry rich with career opportunities and pathways.

Our Course Covers

- How to produce spreadsheets, business documents and electronic presentations
- Effectively organising and prioritising your time
- Developing keyboard speed and accuracy
- Working effectively with diversity

This course leads to jobs such as:

- Receptionist
- Data Entry Operator
- Word Processing Operator
- Typist
- Administrative Assistant

Intakes

- Weekly

Course Duration

- Up to 40 weeks. You can fast track your course in a shorter time frame (dependent on student's skills and knowledge)

Course Delivery:

- This is an online course

Student Support Services offered:

- Dedicated Trainers to help with training and assessment
- Access to iLearn – our 24/7 learning management system
- Access to online Language Literacy and Numeracy testing and tools to help with proficiency skills if required
- Free access to employment assistance through Joblinx
- Opportunities to collaborate online with peers

Course Structure

- The table below provides an outline of how the course is structured.

Unit Code	Unit Name
BSBADM307	Organise schedules
BSBSUS201	Participate in environmentally sustainable work practices
BSBDIV301	Work effectively with diversity
BSBWOR301	Organise personal work priorities and development
BSBITU304	Produce Spreadsheets
BSBITU302	Create electronic presentations
BSBITU307	Develop keyboarding speed and accuracy
BSBITU201	Produce simple word processed documents
BSBWHS201	Contribute to health and safety of self and others
BSBITU309	Produce desktop published documents
BSBITU306	Design and produce business documents
BSBFIA302	Process payroll
BSBWRT301	Write simple documents

All courses are subject to change and availability.

Outcome

Upon successful completion of all units, students will be awarded a nationally recognised Certificate for BSB30415 - Certificate III in Business Administration.