

BSB30415

# CERTIFICATE III IN BUSINESS ADMINISTRATION

Certificate III in Business Administration provides the practical skills and knowledge needed for a range of administrative roles within multiple industry sectors. If you aspire to start, re-enter or advance your career in the administration world, this is the ideal qualification.

## QUALIFICATION OVERVIEW

Total number of units = 13

2 Core Units and 11 elective units

Unit Code	Unit Name
<b>Core Units</b>	
BSBWHS201	Contribute to health and safety of self and others
BSBITU307	Develop keyboarding speed and accuracy
<b>Elective Units (unit selection to be completed at enrolment)</b>	
BSBSUS201	Participate in environmentally sustainable work practices
BSBITU314	Design and produce spreadsheets
BSBWRT301	Write simple documents
BSBITU313	Design and produce digital text documents
BSBITU306	Design and produce business documents
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBITU312	Create electronic presentations
BSBFIA303	Process accounts payable and receivable
BSBADM307	Organise schedules
BSBWOR301	Organise personal work priorities and development

## DURATION

This qualification is competency based training meaning that the duration of study depends on individual progress. The nominal term for a full time traineeship or student is a 12-month period.

## DELIVERY MODES

Online with face-to-face or virtual tutorials (location dependent)

## COURSE FEE AND FUNDING

Students may be eligible for Certificate 3 Guarantee or User Choice for Queensland apprentices and trainees. Certificate 3 Guarantee and User Choice is funded by the Queensland Government. Students undertaking training under Certificate 3 Guarantee or User Choice funding are required to contribute to the cost of their training through a co-contribution fee. This fee may be paid on your behalf by an employer or another third party. Fee for service arrangement for self-funded students are also available. To find out more about eligibility requirements contact us.

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CONTACT US

To find out more information about this qualification or to check your eligibility contact us:

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