

BUSINESS

BSB30415 - Certificate III in Business Administration

COURSE SUMMARY

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.

CAREER OUTCOMES

Administration Assistant
Clerical Worker
Data Entry Operator
Receptionist

DURATION (GUIDE ONLY)

Class Delivery
Part time: NA / Full time: NA
Traineeship/Apprenticeship
Part time: 24 Months / Full time: 12 months

DELIVERY METHOD

Workplace / Flexible Delivery

ENTRY REQUIREMENTS

There are no prerequisites for this qualification.

This training is delivered with Victorian and Commonwealth funding. Individuals with a range of abilities and backgrounds are encouraged to apply.



HOW TO APPLY

Online at: www.skillinvest.com.au
By Phone: Skillinvest Metro 1300 135 008
Skillinvest Regional 1300 308 620

FEES AND CHARGES

Refer to the Fees & Charges link on the Skillinvest website (www.skillinvest.com.au)

QUALIFICATION REQUIREMENTS

To meet the packaging rules and attain the qualification, a total of 13 units must be completed, when selecting units:

2 core unit
11 elective units

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CORE UNITS

BSBWHS201	Contribute to Health and Safety of Self and Others
BSBITU307	Develop Keyboarding Speed and Accuracy

ELECTIVE UNITS

BSBITU302	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
BSBADM307	Organise Schedules
BSBPRO301	Recommend products and services
BSBCUS301	Deliver and monitor a service to customers
BSBADM311	Maintain business resources
BSBINN201	Contribute to workplace innovation
BSBDIV301	Work Effectively with Diversity
BSBINM301	Organise workplace information
BSBCMM301	Process customer complaints
BSBSUS201	Participate in Environmentally Sustainable Work Practices
BSBWOR204	Use Business Technology
BSBWOR301	Organise Personal Work Priorities and Development

** Unit selection should be discussed with your training provider to successfully customise a package to meet industry needs

