4.6 Certificate III in Business  
(Administration Stream)  

(BSB30115)

**Twelve units of competence are required to achieve this qualification:**

- BSBWHS302 – Apply knowledge of WHS legislation in the workplace [C]
- BSBINM301 – Organise workplace information [E]
- BSBITU305 – Conduct online transactions [E]
- BSBEBU401 – Review and maintain a web site [E]
- BSBITU302 – Create electronic presentations [E]
- BSBITU303 – Design and produce text documents [E]
- BSBITU304 – Produce spreadsheets [E]
- BSBITU306 – Design and produce business documents [E]
- BSBITU309 – Produce desktop published documents [E]
- BSBWRT301 – Write simple documents [E]
- BSBWOR301 – Organise personal work priorities & developments [E]
- BSBWOR204 – Use Business Technology [E] [Credit Transfer]

**This qualification will enable you to**

**Gain practical skills and knowledge in:**

- Administrative support within an office environment
- Data processing, correspondence and use of office technology
- Word processing and business correspondence
- Spreadsheets
- Design and produce business documents
- Website maintenance
- Preparing and processing accounts
- Electronic presentations

**This qualification will provide you with direct access to both employment or to higher level courses.**

**Duration:** Two semesters. Delivered as a ‘stand-alone’ course.  
**Cost:** $80 to cover consumables and issue of Certificate.  
**Total Nominal Hours:** 415  
**Prerequisite:** Certificate II in Business or equivalence  
**Pathway:** Certificate IV in Business Management / Admin Assistant, Receptionist, Clerical Officer & Customer service.