

Certificate III in Business

(Administration Stream)

(BSB30115)



RTO Registration # 52499

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 spread sheets [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.