

BSB30415

Certificate III in Business Administration

This course is subsidised under the 2019-2020 Queensland VET Investment Plan administered by the Department of Employment Small Business and Training (DESBT)**



Looking to kick-start your career in Business Administration?

The Certificate III in Business Administration will set you up with the skills and knowledge you need to provide support to an administrative team.

- Already working in business administration?** Advance your existing employment with a formal qualification.
- Looking to kick-start a career?** With a formal qualification, you can step directly into employment.
- Want to change careers?** Join an industry with a demand for qualified employees.

Through the course, you will learn how to:

- communicate in business
- process accounts payable and receivable
- generate documentation
- use business equipment and technology

Career outcomes

- Accounts Clerk
- Accounts Payable Clerk
- General Clerk
- Junior Personal Assistant
- Office Assistant
- Receptionist
- Word Processor

Course details

Start Date	Enrol today and start your online learning at anytime
Study Mode	Online
Course Duration	Up to 18 months to complete 13 units of online theory
Payment Options	Multiple payment options to suit your budget and lifestyle
Co-contribution Fee	\$490 Concession \$790 Non concession *Subject to eligibility

Why choose Foundation Education

- Flexible Online Study**
Our courses are delivered online, so you can study whenever and wherever suits you. This also gives you the flexibility to choose your course length - whether that be the full term of your course or completing your study in as little as six months.
- Dedicated Student Support**
Our Support Officers, Assessors and experienced business administration Technical Advisors will support you from enrolment through to graduation.
- Industry-relevant Courses**
Course material is developed in consultation with business administration experts to equip you with the job-ready skills and up-to-date knowledge required to support your career goals.

Course units

2 Core and 11 Electives

BSBWOR301	Organise personal work priorities and development
BSBADM307	Organise schedules
BSBWRT301	Write simple documents
BSBCUS301	Deliver and monitor a service to customers
BSBCMM301	Process customer complaints
BSBFLM312	Contribute to team effectiveness
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU306	Design and produce business documents
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others



05-11-19