



Course Information Certificate III Business Administration BSB30415

QUALIFICATION STATEMENT

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.

ENTRY REQUIREMENTS

Nil. Individuals may enter BSB30415 Certificate III in Business Administration with limited or no vocational experience and without a relevant lower level qualification.

PATHWAYS FROM THE QUALIFICATION

After achieving BSB30415 Certificate III in Business Administration, graduates from this programme can undertake further training in Certificate IV of Business Administration.

STUDY MODE

Full Time (Monday - Wednesday), Face to Face

8:30 am - 4:15 pm

COURSE DURATION

52 weeks

LOCATION

Cairns Business College, 91 -97 Mulgrave Road, Parramatta Park, Qld 4870

COURSE DATES

Course can commence on any Monday during a Term.

Please contact the College for further information.





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UNITS OF STUDY

CORE UNIT/S

BSBWHS201 Contribute to health and safety of self and others

BSBITU307 Develop keyboard speed and accuracy

ELECTIVES

BSBWRT301 Write simple documents

BSBITU302 Create electronic presentations

BSBITU309 Produce desktop published documents

BSBITU306 Design and produce business documents

BSBFIA303 Process accounts payable and receivable

BSBFIA304 Maintain a general ledger

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBITU402 Develop and use complex spreadsheets

BSBCUS301 Deliver and monitor a service to customers

BSBWOR301 Organise personal work priorities and development

BSBADM307 Organise schedules

