



Certificate III In Business Administration

National ID Code: BSB30407

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support to a team.

There are a total 13 units in this course, 2 which are core units plus 11 elective units. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Job Roles

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.

CORE UNITS (2 units)

IT Use

BSBITU307A Develop keyboarding speed and accuracy

Occupational Health and Safety

BSBOHS201A Participate in OHS processes

ELECTIVE UNITS (11 Units in total)

Elective units are chosen from areas of; Financial Administration, General Administration, IT Use, Writing, Customer Service, Diversity, Financial Administration, General Administration, Information Management, Innovation, Intellectual Property, Interpersonal Communication, Occupational Health and Safety, Product Skills and Advice, Sustainability and Workplace Effectiveness.

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB40507 Certificate IV in Business Administration.

Cost: Distance Only

Distance Education BSB30407: \$965.00

Call 0408471570 or email info@dowellsolutions.com.au for details