

BSB30415

CERTIFICATE III IN BUSINESS ADMINISTRATION

Study With Axial Training To Get The Skills and Succeed



BSB30415 Certificate III in Business Administration is a well-structured qualification that will equip you with the necessary foundation skills and knowledge required by business administrators.

Individuals who enrol in this qualification will learn key skills and knowledge in the following areas; keyboarding, WHS, payroll, accounts payable and receivable, scheduling, electronic presentations, spreadsheets, business documents and customer service.

Study Mode	Online with support
Duration of Course	Up to 12 Months
Total Units	13 [2 Core & 11 Elective]



Entry Requirements



Minimum Age

You will need to be at least 16 years old. If you are under 18 your enrolment form will need to be signed by a parent or guardian.



Requirements

You will need to have access to a Lap Top or Desk Top Computer with working speakers or headphones and a suitable, reliable internet connection.



Career Outcomes

- Accounts Officer
- Administration Officer
- Administrative Assistant
- Bookkeeper
- Clerical Officer
- Credits/Returns Officer
- Receptionist
- Office Administration Assistant
- Secretary

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Pathways To Further Study

Certificate III in Business

Certificate IV in Business

Diploma of Business

Diploma of Leadership and Management

Course Units

Core:

BSBITU307	Develop keyboarding speed & accuracy
BSBWHS201	Contribute to health and safety of self & others

Elective:

BSBADM307	Organise schedules
BSBDIV301	Work effectively with diversity
BSBWRT301	Write simple documents
BSBFIA303	Process accounts payable & receivable
BSBITU314	Design and produce spread sheets
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU306	Design and produce business documents
BSBINN301	Promote innovation in a team environment
BSBWOR301	Organise personal work priorities & development
BSBSUS201	Participate in environmentally sustainable work practices

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