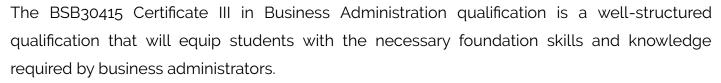


# Empowering Lifelong Learning - in schools

# BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

Study With Axial Training Whilst At School To Get The Skills and Succeed



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

Study Mode	School Based - VETIS
Duration of Course	12 - 24 Months
Total Units	13



### **Course Units**

> BSBADM307	Organise schedules
> BSBDIV301	Work effectively with diversity
> BSBWRT301	Write simple documents
> BSBFIA303	Process accounts payable &receivable
> BSBITU314	Design and produce spreadsheets
> BSBITU312	Create electronic presentations
> BSBITU313	Design and produce digital text documents
> BSBITU306	Design and produce business documents
> BSBITU307	Develop keyboarding speed & accuracy
> BSBINN301	Promote innovation in a team environment
> BSBWHS201	Contribute to health and safety of self & others
> BSBWOR301	Organise personal work priorities &development
> BSBSUS201	Participate in environmentally sustainable work practice

# Use this course as an employment pathway as a:

- > Office Clerk
- > Clerical Officer
- > Receptionist
- > Logistics Clerk
- > Payroll Officer
- > HR Clerk
- > Legal Receptionist













# **Axial Training and International College**

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