

BSB30415

CERTIFICATE III IN BUSINESS ADMINISTRATION

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



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

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

- in schools

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