Course Delivery:
- On Campus
- Off-Campus
- On Line
- Traineeship

Duration
6 months classroom based. Duration may vary depending on electives chosen.
Traineeship—12 months

Nationally Accredited Training
TOID 3957

Certificate III in Business  BSB30112
People with skills in administration are in demand in every industry. Why not start your career path with one of our training programs and gain a business qualification to enhance your employment prospects in a range of professions? Students will design and produce documents, organise workplace information and personal work priorities, maintain financial transactions, write simple documents.

Core Unit:
- BSBWHS302A Apply knowledge of WHS legislation in the workplace

Suggested Electives
- BSBCMM301A Process customer complaints
- BSBCUS301B Deliver and monitor a service to customers
- BSBADM311A Maintain business resources
- BSBINM301A Organise workplace information
- BSBINM302A Utilise a knowledge management system
- BS8 ITU301A Create and use databases
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSMPRO301A Recommend products and services
- BSBINN301A Promote innovation in a team environment
- BSBWOR301B Organise personal work priorities and development

Entry requirements
Preferred pathway is with the completion of the Certificate II Business and successful completion of an initial assessment.

Future pathways
Data Entry, General Clerk, Payroll Officer, Typist. Certificate IV in Business.

This training is delivered with Victorian and Commonwealth Government funding

The information given is intended as a guide. Changes may have occurred since printing. Please check with your nearest MADEC College for further information

To enrol and learn more contact MADEC
T: 1300 436 332 E: education@madec.edu.au W: www.madec.edu.au