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

Duration
Students are required to complete 6-12 months to obtain qualification. Hours may vary depending on electives chosen.

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
- BSBADM311A Maintain business resources
- BDADM311A Maintain business resources
- BSBINM302A Organise workplace information
- BSBINM302A Organise workplace information
- BSBITU304A Produce spreadsheets
- BSBITU304A Produce spreadsheets
- BSBPRO301B Recommend products and services
- BSBIDDEN301B Promote innovation in a team environment
- BSBPRO301B Recommend products and services

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

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

Training in South Australia is delivered with Commonwealth Government funding and South Australian Government funding through The Department of Further Education, Employment, Science and Technology.

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