Business Administration

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

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

Certificate III in Business Administration Course Code BSB30412

You will develop an intermediate level of office clerical, and technological skills. You learn about business procedures in a modern office and build a range of advanced office skills. You will use Microsoft Core Units (Course requires 2 Core Units and 11 elective units)

BSBITU307A  Develop keyboard speed and accuracy
BSBWHS201A  Contribute to the health and safety of self and others

Suggested Electives
BSBFIA302A  Process payroll
BSBFIA303A  Process accounts payable and receivable
BSBWRT301A  Write simple documents
BSBADM307B  Organise schedules
BSBITU303A  Design and produce text documents
BSBITU304A  Produce spreadsheets
BSBITU309A  Produce desktop published documents
BSBCUS301B  Deliver and monitor a service to clients
BSBCMM301B  Process customer complaints
BSBITU301A  Create databases
BSBWOR301B  Organise personal work priorities and development

Entry requirements
We recommend that you have completed the Certificate II in Business or have other relevant qualifications, or that you have an equivalent level of administrative experience.

Future pathways
Accounts Receivable Clerk, Accounts Payable Clerk, Administration Assistant, Clerical Worker.

TOID 3957

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 queries.

To enrol and learn more contact MADEC
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