Business Administration

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

Duration:
6 months classroom based. Duration may vary depending on electives chosen.

Nationally Accredited Training

TOID 3957

Certificate III in Business Administration
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 Windows and Microsoft Office to cover the most frequently-used computer applications.

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
- BSBCM301B 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. Certificate IV in Business Administration.

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
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