Certificate III in Business Administration

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.

**Delivery:**
- Classroom based
- External
- Online
- Traineeship

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

Traineeship 18 months.

**Completion of 2 Core Units and 11 elective are required.**

**Core Units:**
- BSBITU307A: Develop keyboard speed and accuracy
- BSBWHS201: Contribute to health and safety of self and others

**Suggested Electives:**
- BSBFIA302: Process payroll
- BSBFIA303: Process accounts payable and receivable
- BSBWRT301: Write simple documents
- BSBADM307: Organise schedules
- BSBITU303: Design and produce text documents
- BSBITU304: Produce spreadsheets
- BSBITU309: Produce desktop published documents
- BSBCUS301: Deliver and monitor a service to clients
- BSBCMM301: Process customer complaints
- BSBITU301A: Create and use databases
- BSBWOR301: Organise personal work priorities and development

**Future Pathways:**
Accounts receivable clerk, Accounts payable clerk, Administration assistant, Clerical worker, Certificate IV in Business administration.

Training is delivered with Victorian and Commonwealth Government funding.

*Eligibility criteria applies*