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
- External
- Online
- Traineeship

**Duration:**
Duration will vary depending on the delivery mode, however, as a guide the contact hours for classroom based delivery is 1-2 days per week over 6-12 months with self-paced study required between sessions.

Traineeship 18 months.

**Completion of 2 Core Units and 11 elective are required to gain this qualification**

**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
- BSBCM301 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.

For more information & to enrol contact MADEC
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