

## **Certificate III in Business Administration**

**You will learn the skills and knowledge required to work in a business environment, produce business documents and deliver quality customer service.**



**BSB30415**

# Certificate III in Business Administration

**Course duration - up to 8 weeks**

**Delivery: RPL, Face to face, Online**

**Course structure - 13 units (2 core & 11 elective):**

**Core Units:**

- BSBWHS201 Contribute to health and safety of self and others
- BSBITU307 Develop keyboarding speed and accuracy

**Elective Units:**

- BSBADM307 Organise schedules
- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents
- BSBITU304 Produce spreadsheets
- BSBITU306 Design and produce business documents
- BSBITU309 Produce desktop published documents
- BSBWRT301 Write simple documents
- BSBCMM301 Process customer complaints
- BSBCUS301 Deliver and monitor a service to customers
- BSBWOR301 Organise personal work priorities and development
- BSBWHS302 Apply knowledge of WHS legislation in the workplace

**Cost:**

Fee for Service: \$3000

**Students who are eligible for the QLD Certificate 3 Guarantee Program:**

Non Concessional - \$10

Full Concessional - \$5

**Who is Eligible:**

- Australian / NZ citizen permanent residency with pathway to citizenship
- QLD Resident
- 15yrs+
- Must not have completed or currently be enrolled into a Certificate III or above Qualification

**Entry requirements:**

- Australian year 10, or equivalent



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