



CRICOS: **092953M**

SERO | **Business**

BSB30415

Certificate III in

Business Administration

Receptionist ✓	Administration role ✓	Typist ✓
Word processing operator ✓	Data entry operator ✓	Customer service advisor ✓

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

Take the first steps in making your dream a reality.

Chat to Sero Institute today about their Certificate III in Business Administration and find out how you can join their growing list of successful students.

📞 1800 206 010

📘 seroinstitute

✉ info@sero.edu.au

🗣 seroinstitute17

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*SERO is with
you every step
of the way.*



SERO Institute PTY Ltd RTO # 32303 CRICOS # 03528K

BSB30415

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Certificate III in Business Administration

Course structure: 2 Core / 11 Elective Units | **Course Duration:** 30 Weeks

- ✓ **BSBITU307** Develop keyboarding speed and accuracy
- ✓ **BSBWHS201** Contribute to health and safety of self and others
- ✓ **BSBWOR301** Organise personal work priorities and development
- ✓ **BSBWHS302** Apply knowledge of WHS legislation in the workplace
- ✓ **BSBWRT301** Write simple documents
- ✓ **BSBITU303** Design and produce text documents
- ✓ **BSBITU306** Design and produce business document
- ✓ **BSBITU309** Produce desktop published documents
- ✓ **BSBADM307** Organise schedules
- ✓ **BSBITU304** Produce spreadsheets
- ✓ **BSBCUS301** Deliver and monitor a service to customers
- ✓ **BSBCMM301** Process Customer complaints
- ✓ **BSBITU302** Create electronic presentations

Entry Requirements:

1. Age 16+
2. IELTS (General) 4.5 or equivalent English proficiency
3. Completed Year 10 high school, or equivalent

- 📍 **Main Campus** 6-8 Scarborough St, Southport QLD 4215
- 📍 **Queen Street Campus** 3-4/ 115 Queen St, Brisbane QLD 4000
- 📍 **North Quay Campus** 205 North Quay, Brisbane QLD 4000
- 📍 **Mount Gravatt Campus** Level 2, Nexus Centre, 96 Mount Gravatt Capalaba Road, Upper Mount Gravatt QLD 4122
- 📍 **Perth Campus** 28 Eighth Avenue, Maylands WA 6051

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