CERTIFICATE III IN BUSINESS ADMINISTRATION
BSB30415
CERTIFICATE 3 GUARANTEE PROGRAM

An administration skill base can be applied to almost any industry and provides you with a great career launch pad, not to mention a host of transferable skills that may just give you the edge! The modern office relies on staff that are multi skilled and can add real value to their organisation through prioritising tasks, preparing financial documents, utilising customer service skills and even designing and creating business documents. The Certificate III in Business Administration opens a wide variety of doors for anyone wishing to pursue a career in a variety of industry sectors.

EMPLOYMENT OPPORTUNITIES

- Receptionist
- Junior Personal Assistant
- Office Administrator
- Administration Assistant

COURSE REQUIREMENTS

To achieve a Certificate III in Business Administration 13 units must be completed.

UNITS:

- Organise schedules BSBADM307
- Deliver and monitor a service to customers BSBCUS301
- Maintain a general ledger BSBFIA304
- Organise workplace information BSBINM301
- Create electronic presentations BSBITU302
- Design and produce text documents BSBITU303
- Produce spreadsheets BSBITU304
- Design and produce business documents BSBITU306
- Develop keyboarding speed and accuracy BSBITU307
- Contribute to health and safety of self and others BSBWHS201
- Use business technology BSBWOR204
- Organise personal work priorities and development BSBWOR301
- Write simple documents BSBWRT301

Aurora Training Institute is contracted by the Queensland Government to deliver the Certificate 3 Guarantee - a new investment model for the delivery of training to Queensland participants, which will provide a Government Subsidy toward the training cost to eligible participants.