

Business Administration

BSB30415 Certificate III in Business Administration
OAC/MSC RTO – 40046

Course length

Full time - 1 year

Credit value

Refer to page 8 for more information.

Advice to students

Experience in computer operations and file management is essential. The ability to key by touch and basic skills in Microsoft® Word, Excel and PowerPoint will be assumed. Completion of Certificate II or equivalent would be desirable.

Course overview

This course is designed to prepare graduates with the skills and knowledge to manage physical, human and financial resources within an office environment. Skills are developed within a simulated business environment as well as a technology training centre. This provides pathways into administration and management and includes studies in the areas of technology, information handling, communication, organisation, accounting to trial balance. Keyboard skills are essential to meet industry standards.

Assessment

Assessment is conducted throughout the course in both practical and theoretical aspects. Each competency is assessed according to the criteria set in the training package. Students can also apply for RPL.

Pathways

On completion of Certificate III graduates may seek employment in the following areas: clerical and general administrative officer, secretary/receptionist, personal assistant, general clerk, word processing operator, accounting clerk and payroll clerk.

OR

At the completion of this certificate an individual should hold sufficient competency and workplace experience to enter Certificate IV in Business in a range of fields – administration, record keeping, small business management, business development, advertising, marketing, human resources, governance, frontline management, business management.



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