



Australian  
College  
of Commerce & Management

# Certificate III in Business Administration

BSB30415

## KICK START YOUR ADMINISTRATION CAREER

The Certificate III in Business Administration is a specialist administration course designed for entry level administrative staff looking to increase their office skills in one of two tailored areas - Microsoft Office applications or accounts administration. Learn word processing, spreadsheets and email communication with an elective option to learn desktop publishing or accounts clerical.

## Learn Skills Which Are in High Demand

Staff with business administration skills are needed in almost every industry and sector. The specialist administration subjects of the Certificate III in Business Administration will skill you to write business correspondence and word process professional looking documents. Never have keyboard skills been in such demand, and so you will learn efficient touch typing skills that can be utilised in all aspects of life.

## Subject Choices 1 elective (E) subject is required to meet qualification rules

- Workplace Safety
- Word Processing - An Introduction
- Business Writing Basics
- Keyboarding and Business Technology
- Digital Communication & Appointments
- Spreadsheets - An Introduction
- PowerPoint Presentations
- Desktop Publishing Introduction (E)
- Maintain a General Ledger (E)
- Payroll Basics (E)

## Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate III in Business Administration](#) page.