

# Certificate III in Business (Business Administration)

BSB30120



## KICK START YOUR ADMINISTRATION CAREER

The Certificate III in Business (Business Administration) is a specialist administration course designed for entry level administrative staff looking to increase their administration skills. It addresses workplace communication, safety, purchasing and sustainability.

## Add Application Skills to Your Qualification

Possible elective choices include learning applications such as word processing or spreadsheets. Other options look at scheduling appointments, handling business mail or business writing.

## Subject Choices Choose one elective to complete your qualification

- Effective Workplace Communication
- Organise Personal Work Priorities
- Maintain Workplace Safety and Wellbeing
- Contribute to Sustainable Work Practices
- Mid Course Survey
- Purchasing Business Resources
- Workplace Mail
- Organise Schedules
- Practical Spreadsheets (E)
- Practical Word Processing (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 \(Business Administration\)](#) page.