



# 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 office skills. Possible elective choices include word processing, spreadsheets, scheduling, mail and business writing.

### Subject Choices

- Effective Workplace Communication
- Effective Work Practices
- Maintain Workplace Safety and Wellbeing
- Contribute to Sustainable Work Practices
- Purchasing and Procurement
- 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.