

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.

Subject Choices Choose one elective to complete your qualification

- Effective Workplace Communication
- Maintain Workplace Safety and Wellbeing
- Contribute to Sustainable Work Practices
- Organise Personal Work Priorities
- Mid Course Activity
- Purchasing Business Resources
- Workplace Mail
- Organise Schedules
- Use Business Systems (E)
- Practical Word Processing (E)
- Practical Spreadsheets (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.