

**BSB30415**

**CERTIFICATE III**

**BUSINESS**

**ADMINISTRATION**

Develop management skills, encourage critical thinking and sharpen your decision-making with a course in Business Administration. Support your team with your very best.

**BUILD YOUR DECISION  
MAKING SKILLS TAKE THE  
NEXT STEP IN YOUR CAREER!**

Careers in Business Administration are vast and varied, valued for their leadership, discretion and fine judgment in managing matters big and small.

# Course Details

**BSB30415**

## CERTIFICATE III IN BUSINESS ADMINISTRATION

### DURATION

12 Months

### COURSE DESCRIPTION

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team. We combine traditional classroom teaching with case studies and teamwork to develop management skills, encourage critical thinking and sharpen your decision-making ability in real-world learning.

### CAREER OPPORTUNITIES

Logistics Clerk, Waste Management Administration Clerk, Office Administrator, Fee Officer, Bookkeeper, Holiday Park Receptionist, Human Resources Clerk, Data Entry Operator, Freight Documentation Clerk, Land Administration Officer

### ENTRY REQUIREMENT

There are no entry requirements for this qualification. After achieving this qualification, Candidates may progress to higher level qualifications.

### COURSE STRUCTURE

This course requires the completion of 2 core units and 11 units of electives from a selected list. For information about course structure and pathway information visit us at our website.

### FEES

Please contact us to find out more about emerging pricing structures.

### LET'S GET STARTED

Take the next step and enquire today at [info@australianskillsacademy.com.au](mailto:info@australianskillsacademy.com.au). One of our course advisors will answer any questions and can give you up to date course information, possible career pathways, study and payment options.

Further information: Group Discounts available. Client site courses by arrangement. Fully insured. Get certified now!



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