Australian College of Commerce & Management

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.