



Certificate III in Business (Business Administration)

National ID: BSB30120 | State ID:AC46

Do you want the skills for a flexible career that could take you anywhere?

When you complete the Certificate III in Business Administration you'll have skills that employers are looking for, making you ideal for roles in data entry, customer service, or as an office or accounts clerk, secretary or receptionist.

Gain these skills:

- knowledge in basic MYOB
- workplace organisation
- workplace health and safety
- spreadsheets, and organising schedules
- word processing, electronic presentations and much more

Your qualification prepares you for roles such as:

Office clerk | Office assistant | Accounts clerk

Other job titles may include:

- Administration Officer | Administrative Assistant
- Junior Personal Assistant
- Office Assistant
- Office Support
- Office Administrator
- Fee Officer | School Financial Administration Officer

Further Study Option(s)

Certificate IV in Business (Business Administration)

Diploma of Business (Business Administration)

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Course Overview



| Location | Duration | Competitive | Selection criteria |
|------------------------------|--------------|-------------|-----------------------|
| Joondalup (Kendrew Crescent) | One semester | No | No selection criteria |
| Perth | One semester | No | No selection criteria |



| Location | Duration | Competitive | Selection criteria |
|----------|--------------|-------------|-----------------------|
| Mandurah | One semester | No | No selection criteria |
| Thornlie | One semester | No | No selection criteria |