



BSB30415 Certificate III in Business Administration

National ID: BSB30415 | State ID:AVS2

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.

You will gain skills and knowledge in basic MYOB, workplace organisation, workplace health and safety, spreadsheets, and organising schedules, word processing, electronic presentations and much more.

With industry and government forecasting a growing demand for office workers in coming years, you'll be ready for recruiting.

Your qualification prepares you for roles such as:

Successful completion of this qualification provides you with the opportunity to become an accounts receivable clerk, data entry operator, office administration assistant, receptionist and junior personal assistant.

Further Study Option(s)

Certificate IV in Business, Certificate IV in Business Administration, Diploma of Business Administration

[Apply now](#)



Course Overview



Location	Duration	Competitive	Selection criteria
Joondalup (Kendrew Crescent)	Six months	No	No selection criteria
Perth	Six months	No	No selection criteria



Location	Duration	Competitive	Selection criteria
One semester	Armadale	No	No selection criteria
One semester	Bentley	No	No selection criteria
One semester	Mandurah	No	No selection criteria
One semester	Murdoch	No	No selection criteria
One semester	Rockingham	No	No selection criteria
One semester	Thornlie	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Bunbury	Six months	No	No selection criteria
Busselton	Six months	No	No selection criteria
Collie	Six months	No	No selection criteria
Harvey	Six months	No	No selection criteria
Manjimup	Six months	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Margaret River	Six months	No	No selection criteria
Narrogin	Six months	No	No selection criteria

Please contact the college to receive an indicative price for this course.

VET Student Loans

VET Student Loans is the new program that replaces the current VET FEE HELP scheme.

Eligible students will be entitled to apply for a VET Student Loan. Comprehensive information on VET Student Loans can be found on the Australian Government website education.gov.au/vet-student-loans

International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time.

For information on international student fees and application, please follow this link to the TAFE International WA website www.tafeinternational.wa.edu.au