



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:

Accounts Receivable Clerk | Data Entry Processor | Office Administration Assistant | Receptionist
| Junior Personal Assistant

Further Study Option(s)

Certificate IV in Business

Certificate IV in Business Administration

Diploma of Business Administration

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Course Overview



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