



# BSB30120 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:**

Clerical and Administrative Worker Further Study Option(s) Certificate IV in Business (Business Administration),  
Diploma of Business (Business Administration) [Apply now](#)



## Course Overview



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