



BSB30415 Certificate III in Business Administration

Learn new skills in business administration and computing.

This qualification applies to a range of administrative roles in varied contexts.

Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

This qualification is suitable for anyone looking to work in an office environment, or in administration.

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How will undertaking this course benefit you?

This course will give you the necessary skills to work in business administration. This could be in human resources, as an admin assistant, or a personal assistant. The opportunities and career options are very wide, so it is a great qualification for anyone interested in business.

Are there any entry requirements?

All participants must have a Unique Student Identifier (USI). To obtain yours, go to www.usi.gov.au and follow the prompts to create your USI.

How is it delivered?

Blended Delivery. A mix of both online and face to face learning.

What do I get from it?

Upon successful completion participants receive a Statement of Attainment for BSB30415- Certificate III in Business Administration.

What do I need to bring?

100 points of identification, a pen and closed footwear. Students are required to have access to the internet and a computer with a webcam.

Email your expression of interest to info@bot.edu.au and one of the team will be in touch.

