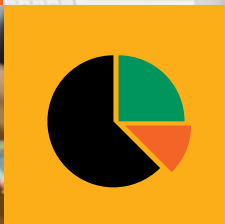




Australian Institute
of Advanced Studies



BSB30415 - Certificate III in Business Administration

Become a boss at the

AIAS School of Business

The AIAS School of Business courses have been created to give students the knowledge and skills required to move into management roles in large organisations and the confidence to become their own boss and own a business.

Alongside critical thinking skills, these courses teach researching techniques, analysis and interpretation within the domestic and international business environments.



BSB30120 | CRICOS: 106954B

Certificate III in Business Administration



The AIAS Certificate III in Business Administration is packaged to include electives that prepare students for entry and advancement in the workforce. By the course conclusion students will be able to confidently use their acquired practical and technical skills in positions such as office receptionist, administrative assistant and other support roles. The course's focus is on the development of skills in MS Word, Excel and PowerPoint, as well as the ability to draft, format, amend, track changes and exercise version control within documents.

Graduates will be able to impress potential employers with their ability to undertake mail merges, send out standard letters to a client list, produce and manipulate data within Excel to produce graphical reports and create presentations in PowerPoint. In addition students gain an understanding of financial record and basic book-keeping.



Pathways & Further Study

Upon successful completion of the Certificate III in Business Administration students will be offered advanced standing into the Diploma of Business. Students may also use the qualification to assist them in gaining entry level employment.

Course Requirements

To be awarded a Certificate III in Business competency must be achieved in thirteen (13) units of competency; (6) Core units (7) Elective units.

Course Overview



Good to know

Online only

Max class size: 24

Grade 12 supported



Course start dates

Courses start first Monday of every month



Commitment

Full-time or Part-time

Self paced

6 - 12 months

Programs learned:



Microsoft Office



MS Word



MS Excel



MS Outlook



MS PowerPoint

Core Units

BSBSUS211 PARTICIPATE IN SUSTAINABLE WORK PRACTICES

BSBCRT311 APPLY CRITICAL THINKING SKILLS IN A TEAM ENVIRONMENT

BSBPEF201 SUPPORT PERSONAL WELLBEING IN THE WORKPLACE

BSBXCM301 ENGAGE IN WORKPLACE COMMUNICATION

BSBWHS311 ASSIST WITH MAINTAINING WORKPLACE SAFETY

BSBTWK301 USE INCLUSIVE WORK PRACTICES

Elective Units

BSBPEF301 ORGANISE PERSONAL WORK PRIORITIES

BSBWRT311 WRITE SIMPLE DOCUMENTS

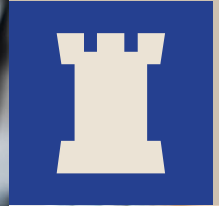
SIRXMKT001 SUPPORT MARKETING AND PROMOTIONAL ACTIVITIES

BSBTEC301 DESIGN AND PRODUCE BUSINESS DOCUMENTS

BSBOPS305 PROCESS CUSTOMER COMPLAINTS

SIRXPDK001 ADVISE ON PRODUCTS AND SERVICES

BSBOPS304 DELIVER AND MONITOR A SERVICE TO CUSTOMERS



At the AIAS School of Business, you can study these fantastic courses:



BSB30415 Certificate III in Business Administration



BSB50215 Diploma of Business

To learn more, email **info@aias.edu.au**
or call **+61 7 3343 8073** and you can visit
us online at **www.aias.edu.au**