Certificate III in Business Administration

You will learn the skills and knowledge required to work in a business environment, produce business documents and deliver quality customer service.
Course structure - 12 units:

- BSBADM307 Organise schedules
- BSBWOR301 Organise personal work priorities and development
- BSBWRT301 Write simple documents
- BSBITU304 Produce spreadsheets
- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents
- BSBITU306 Design and produce business documents
- BSBITU309 Produce desktop published documents
- BSBWHS201 Contribute to health and safety of self and others
- BSBWHS302 Apply knowledge of WHS legislation in the workplace
- BSBITU307 Develop keyboarding speed and accuracy
- BSBCUS301 Deliver and monitor a service to customers
- BSBCMM301 Process customer complaints

Course duration:
30 weeks (20 study weeks, 10 holiday weeks)

Course fee:
$4,050 which includes a resource fee of $330
An enrolment fee of $220 is payable once only for enrolling at SERO Institute

Course delivery:
Classroom based

Entry requirements:
- Age 18+
- IELTS 5.5 or equivalent English proficiency
- Completed high school year 10, or equivalent

Intakes:
06/02/17, 13/03/17, 01/05/17,
05/06/17, 24/07/17, 28/08/17,
16/10/17, 20/11/17

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