



# Certificate III Business Administration

Delivered through VETDSS, Central Regional TAFE (RTO Code 52789)

National ID: BSB30415

State ID:

## What is the VETDSS Certificate III Business all about?

This qualification will provide you skills and knowledge in basic MYOB, workplace organisation, customer service, workplace health and safety, desktop publishing, spreadsheets, creating electronic presentations and much more.

You will gain skills in organising tasks, producing business documents, managing workplace information, delivering customer service, communicating effectively as well as fostering innovation and change within a Business environment.

Successful completion of this qualification provides you with the opportunity to become clerical worker, administration assistant, data entry operator, information desk clerk, office junior or receptionist.

**Minimum Work Placement Hours:** work placement in 2020 will be achieved through the students demonstrating competency within the newly developed TAFE business development centre within the delivery of the course. No additional work placement is required.

## Recommended Background

- Minimum Year 11 completion with a C grade average in English and Maths.
- OLNA (or Band 8 NAPLAN) in Reading or Writing
- Completion of a Certificate II.in Year 11
- Basic computer skills

## Certificate Progression

Upon successful completion of this certificate, students could progress to the following certificates:

- Certificate IV Business
- Certificate IV Business Administration

Career Pathways that could lead from a Certificate III in Business

- Administration Assistant
- Personal Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist