Did you know...
there are thousands of job vacancies advertised each day for roles in business administration in Australia!

Job ready training, today.

For more information: Call 1300 887 991, email info@australiscollege.com.au or visit www.australiscollege.edu.au
CERTIFICATE III IN BUSINESS ADMINISTRATION

Get job ready with a Certificate III in Business Administration at Australis.

Course details
The Certificate III in Business Administration (BSB30412) course is perfect for school leavers to mature-aged learners wanting to seek employment or enhance their career outcomes in Business Administration.

You’ll learn to*:
- Use MYOB accounts payable & receivable systems
- Develop Microsoft skills such as designing text documents and producing electronic presentations
- Manage time and personal work priorities
- Increase your own professional development
- Enhance your resume writing and interviewing skills

*Refer to Australis College website for full list of units

Eligibility criteria
To be eligible to receive a government contribution under the Certificate III Guarantee, participants must:
- be aged 15 years of age or above
- no longer be at school
- be a Queensland resident. This includes Australian citizens and Australian permanent residents residing in Queensland, as well as New Zealand citizens permanently residing in Queensland.
- not hold or be enrolled in a post-school Certificate III or higher qualification from 1 July 2013.

Job ready training, today.
Australis College puts the student first and all of our training is purpose built with that in mind – to ensure you are highly skilled and job ready.

Because of our student focused approach we offer a flexible learning model to suit every individual.
Australis students can study online, undertake face-to-face study, or study in mixed mode by combining the two.

What does this mean?
It means you can study how and when you like!

So if you want a quality industry-relevant education that opens doors for you to achieve your dream job, make Australis College your first choice for job ready training, TODAY.

Get career advice
Want to understand the career paths available through studying at Australis?

Simply contact any one of our friendly Career Advisors and they will be more than happy to help you in relation to all of our courses.

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