

Hello,

Thank you for your request for more information about BSB30415 Certificate III in Business Administration.

Please view the course overview for the [BSB30415 Certificate III in Business Administration](#).

You can contact us at [admin@christacollege.com.au](mailto:admin@christacollege.com.au) or call **07 55 395 666** or **0418184956** anytime.

Completing your **Certificate III in Business Administration** is the perfect way to make yourself more attractive to modern day employers and develop expert skills in keyboarding, organising work priorities, maintain financial records, scheduling, produce desktop documents, electronic presentations, spreadsheets, business documents and customer complaints and service.

On completion your potential employment opportunities and earning capacity will be greatly improved, giving you the important skills that you need to gain employment in positions such as...

- Holiday Park Receptionist
- Administration Officer
- Legal Receptionist
- Secretary
- Junior Personal Assistant
- International Education Office Receptionist
- Human Resources Support Services Officer (Public Sector)
- School Financial Administration Officer
- Administrative Assistant
- Receptionist
- Administration Officer (Local Government),
- Office Administration Assistant
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator

For **Face to Face** Learning, you can choose from one of our four payment plan options:

1. Full fees on enrolment \$2 000 – Save 20% or \$500 (Usually \$2 500)
2. \$500 upon enrolment; then \$40 weekly for 50 weeks, paying every week
3. \$500 upon enrolment; then \$80 weekly for 25 weeks or fortnightly payments
4. \$500 upon enrolment; then \$200 per month for 10 months, paying monthly

More plans and delivery options are coming soon.

## Why choose Christa College?

- We are one of the few Face to Face Training RTOs on the Gold Coast. The Trainer gives you not only training but study and personal support. You have a real person interested in your welfare, not just your training.
- Our course fees are affordable, tax deductible and we offer flexible payment plans and terrific course discounts.
- We help you get recognised credits (RPL) for your past experience to save time and money.

Everything we do here at Christa College is aimed at making it easy and affordable for you to get the skills and qualifications you need to achieve your career goals.

We look forward to speaking with you soon!

You can be confident that your qualification will be recognised as Christa College is a registered training organisation (RTO) #45458. As an RTO, we use the nationally recognised training logo on all qualifications and statements of attainment we issue. The logo is a valuable statement. It signifies that:

- Training courses are nationally recognised under the VET Quality Framework
- The qualifications issued are nationally recognised by all other RTOs

