Your exciting career in business starts here

Ideally suited to those who have just started or looking to pursue a career in administration, this interactive course will teach you the skills and knowledge required to enter the workforce sooner. You work in simulated office environment as part of your studies, providing practical, hands-on experience in a wide range of computing skills, general office skills, time management, organising schedules, workplace health and safety and customer service. You'll also learn to design and produce text documents, produce spreadsheets and create.

...more online

LOCATION/S
Bundaberg, Gympie, Hervey Bay, Maroochydore, Maryborough

DURATION
Online: Varies
Part time: Varies

Course delivery options
<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part time</td>
<td>Bundaberg, Gympie, Hervey Bay, Maroochydore, Maryborough</td>
<td>Classroom</td>
</tr>
<tr>
<td></td>
<td>Bundaberg, Gympie, Hervey Bay, Maroochydore, Maryborough</td>
<td>Online</td>
</tr>
</tbody>
</table>

Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).
tafeeastcoast.edu.au/course/15095

Entry requirements
Course Entry Requirements
Apprentices and trainees complete a qualification.
...more online

Resources required
No specific resources are required to successfully complete this course.
It is recommended that students have access to a reliable internet connection to.
...more online

What are my payment options?
For more information about the costs associated with undertaking an apprenticeship, please give us a call.

...more online

Outcome
BSB30415 Certificate III in Business Administration - Traineeship

Accurate as at 13 July 2017. For the latest information see:
tafeeastcoast.edu.au/course/15095

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR
Job prospects
- Receptionist
- Clerical and Administrative Workers
- Data Entry Operator
- Office Administrator

Units
To achieve this qualification you will need to complete:
Core Competencies: 2
Elective Competencies: 11

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWH201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
</tr>
</tbody>
</table>

Disclaimer
Not all electives available at all campuses

PATH TO GREAT?
Enrol today to secure your spot in this course.

HOW TO ENROL
Recognition of prior learning
Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

More info:
tafeeastcoast.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/

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