HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

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
Online

DURATION
Online: Varies

Course delivery options
WORKLOAD
Online
LOCATION
Online
DELIVERY
Online

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?

No matter what your circumstances, TAFE Queensland East Coast has a payment option to suit you. If you are unsure of what’s right for you, call us on 1300 656 188. We’re here to help.

...more online

Outcome
BSB30415 Certificate III in Business Administration - Traineeship

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

Cluster

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
</tr>
</tbody>
</table>

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR 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. Gaining 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:

...more online

Accurate as at 2 November 2017. For the latest information see:
tafeeastcoast.edu.au/course/15095

RTO 0275
CRICOS 03020E
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Type</th>
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<tbody>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM307</td>
<td>Organise schedules</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU309</td>
<td>Produce desktop published documents</td>
<td>Elective</td>
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<tr>
<td>BSBCUS501</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
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<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
<td>Elective</td>
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<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
</tr>
<tr>
<td>BSBFIA303</td>
<td>Process accounts payable and receivable</td>
<td>Elective</td>
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</table>

**Disclaimer**

Not all electives available at all campuses.