Get down to business and broaden your career

This course is designed to equip you with the essential skills and knowledge needed for a range of careers in diverse business environments. This qualification could be your ticket to a new career or a new direction in life. Your employability opportunities will be maximised through study of basic to intermediate computer skills, organisational skills in managing multiple tasks, providing internal and external customer service, and working well with others as well as working independently.

LOCATION/S

DURATION

Blended: up to 12 months

Entry requirements

Course Entry Requirements
It is highly recommended that students have successfully

Got a question?
Enquire about your full fee study options

SUBSIDISED | $1,553
The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

CONCESSION | $999
You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans' Affairs Pensioner Concession Card, or if you have a disability.

Outcome

BSB30415 Certificate III in Business Administration

Job prospects

- Clerical and Administrative Workers
- Data Entry Operator
- Receptionist
- Office Administrator

Units

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

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

Enrol now

You're ready if you have:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know...
Phase 1 - January 2019
- BSBWHS201 Contribute to health and safety of self and others
  Core Phase 1
- BSBADM307 Organise schedules
  Elective Phase 1
- BSBITU302 Create electronic presentations
  Elective Phase 1

Phase 2 - April 2018
- BSBITU303 Design and produce text documents
  Elective Phase 2
- BSBCUS301 Deliver and monitor a service to customers
  Elective Phase 2
- BSBITU307 Develop keyboarding speed and accuracy
  Core Phase 2
- BSBITU304 Produce spreadsheets
  Elective Phase 2

Phase 3 - July 2018
- BSBDIV301 Work effectively with diversity
  Elective Phase 3
- BSBUS301 Participate in environmentally sustainable work practices
  Elective Phase 3
- BSBITU309 Produce desktop published documents
  Elective Phase 3

Phase 4 - October 2018
- BSBWRT301 Write simple documents
  Elective Phase 4
- BSBITU306 Design and produce business documents
  Elective Phase 4
- BSBWOR301 Organise personal work priorities and development
  Elective Phase 4

Disclaimer
Not all electives available at all campuses

Which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Create your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:
tafeeastcoast.edu.au/study-with-us/enrolment-fees/enrol

Enrolment options
By telephone: 1300 656 188.
In person: at any TAFE Queensland East Coast location.
Online: Full Fee paying students can enrol online

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/

Make your future happen
Connect with TAFE on Facebook

Accurate as at 13 March 2018. For the latest information see: tafeeastcoast.edu.au/course/15154

RTO 0275
CRICOS 03020E