Hello there, our dream is to help you make great happen.

It's your time to make a difference.

If you're looking to gain business administration skills for a career in the growing healthcare industry TAFE Queensland East Coast has the perfect course for you. Certificate III in Business Administration (Medical) is designed to provide you with the skills necessary to successfully work in a medical environment.

Whether you're interested in a small medical practice or a hospital setting this program covers all the necessary skills to get you on your way - including, maintaining patient records, stock and supplies control, keyboarding speed and accuracy.

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**Course details**

**Overview**

Coast endorsed

**Payment options**

Student satisfaction

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**Overview**

**Location/s**

- **DURATION**
  - Blended: up to 12 months

**Course delivery options**

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Blended</td>
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</table>

**Entry requirements**

**Course Entry Requirements**

It is highly recommended that students have successfully

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**Resources required**

Please see the relevant documents section for any relevant booklists, uniform and resource kit lists required for this course.

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**Costs**

**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.

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**Outcome**

BSB31115 Certificate III in Business Administration (Medical)

**Units**

To achieve this qualification you will need to complete:

- Core Competencies: 2
- Elective Competencies: 11

Further Study: Certificate IV in Business Administration

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**Are you ready to take the next step on your path to great?**

Enrol today to secure your spot in this course.

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**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)
<table>
<thead>
<tr>
<th>Phase 1 - January 2019</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
</tr>
<tr>
<td>BSBADM307</td>
<td>Organise schedules</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase 2 - April 2018</th>
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</thead>
<tbody>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase 3 - July 2018</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMED302</td>
<td>Prepare and process medical accounts</td>
<td>Elective</td>
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<table>
<thead>
<tr>
<th>Phase 4 - October 2018</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BSBMED303</td>
<td>Maintain patient records</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMED304</td>
<td>Assist in controlling stocks and supplies</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMED305</td>
<td>Apply the principles of confidentiality, privacy and security within the medical environment</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Disclaimer
Not all electives available at all campuses

- checked your course costs and knew which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created 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.


Make your future happen
Connect with TAFE on Facebook

Accurate as at 19 April 2018. For the latest information see:
tafeeastcoast.edu.au/course/9829

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