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

Course delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
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</thead>
<tbody>
<tr>
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Entry requirements

Course Entry Requirements

It is a recommended requirement of TAFE

...more online

Resources required

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

...more online

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/15154

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

FULL FEE | $3,150

This is the total cost of the course.

Got a question?

Enquire about your full fee study options

SUBSIDISED | $1,488

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 | $934

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

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR

Accurate as at 22 September 2017. For the latest information see: tafeeastcoast.edu.au/course/15154

RTO 0275
CRICOS 03020E
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

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
<th>Phase</th>
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<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
<td>1</td>
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<tr>
<td>BSBADM307</td>
<td>Organise schedules</td>
<td>Elective</td>
<td>1</td>
</tr>
<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
<td>1</td>
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<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
<td>2</td>
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<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
<td>2</td>
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<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
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<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
<td>2</td>
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<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
<td>Elective</td>
<td>3</td>
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<tr>
<td>BSBUS201</td>
<td>Participate in environmentally sustainable work practices</td>
<td>Core</td>
<td>3</td>
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<tr>
<td>BSBITU309</td>
<td>Produce desktop published documents</td>
<td>Elective</td>
<td>3</td>
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<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
<td>4</td>
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<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Elective</td>
<td>4</td>
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<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
<td>Elective</td>
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Disclaimer
Not all electives available at all campuses

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