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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LOCATION/S

DURATION

Blended: up to 12 months

Course delivery options

WORKLOAD    LOCATION    DELIVERY

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/9829

Entry requirements

Course Entry Requirements
It is highly recommended that students have

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

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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) - Mixed Mode Learning

Job prospects
• Medical Receptionist

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

Accurate as at 28 September 2017. For the latest information see:
tafeeastcoast.edu.au/course/9829

RTO 0275
CRICOS 03020E
Units

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

Further Study: Certificate IV in Business Administration

Launch Unit - Core
- BSBWHS201 Contribute to health and safety of self and others

Medical Units
- BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment
- BSBMED304 Assist in controlling stocks and supplies
- BSBMED303 Maintain patient records
- BSBMED302 Prepare and process medical accounts
- BSBMED301 Interpret and apply medical terminology appropriately

Electives
- BSBITU304 Produce spreadsheets
- BSBITU306 Design and produce business documents
- BSBADM307 Organise schedules
- BSBWRT301 Write simple documents

Admin Option Electives OR
- BSBDIV301 Work effectively with diversity
- BSBCUS301 Deliver and monitor a service to customers

Finance Option Elective
- BSBFIA302 Process payroll
- BSBFIA303 Process accounts payable and receivable

Core
- BSBITU307 Develop keyboarding speed and accuracy

Disclaimer
Not all electives available at all campuses

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 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.


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Make your future happen
Connect with TAFE on Facebook

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