

BSB30415 Certificate III Business Administration [Finance Stream] (Online)

This qualification consists of competency in **2 core** and **11 elective units**. On successful completion of all **13 units** you will receive a **Certificate III in Business Administration**.

Please follow the below Order of Study when enrolling.

| Unit name | Unit code | Unit type | Study Schedule | |
|--|------------|--|----------------|------------------------------------|
| | | | Intake | Completed |
| Direct credit transfer in BSB30120 | | | | |
| 1 | BSBITU314 | Produce spreadsheets | Elective | <input type="checkbox"/> Completed |
| 2 | BSBITU313 | Design and produce digital text documents | Elective | <input type="checkbox"/> Completed |
| 3 | BSBITU306 | Design & produce business documents | Elective | <input type="checkbox"/> Completed |
| 4 | BSBFIA302* | Process payroll | Elective | <input type="checkbox"/> Completed |
| 5 | BSBWOR301 | Organise personal work priorities and development | Elective | <input type="checkbox"/> Completed |
| Other possible credit transfer in BSB30120 | | | | |
| 6 | BSWRT301 | Write simple documents | Elective | <input type="checkbox"/> Completed |
| 7 | BSBITU312 | Create electronic presentations | Elective | <input type="checkbox"/> Completed |
| 8 | BSBCUS301 | Deliver and monitor a service to customer | Elective | <input type="checkbox"/> Completed |
| No credit transfer in BSB30120 | | | | |
| 9 | BSBITU211 | Produce digital text documents | Elective | <input type="checkbox"/> Completed |
| 10 | BSBITU307 | Develop keyboarding speed and accuracy | Core | <input type="checkbox"/> Completed |
| 11 | BSBWHS201 | Contribute to health and safety of self and others | Core | <input type="checkbox"/> Completed |
| 12 | BSBFIA303* | Process accounts payable and receivable | Elective | <input type="checkbox"/> Completed |
| 13 | BSBADM307 | Organise Schedules | Elective | <input type="checkbox"/> Completed |
| <p>*MYOB USB will be posted to students (one per student) after enrolment in the first unit that requires MYOB – there is no additional cost, unless you require a replacement. The MYOB USB can then be used for all units requiring MYOB.</p> <p>Mac Users – please be aware that all resources currently provided for both FIA units are based on Windows based applications of MYOB. Therefore any student who is using a MAC may find it difficult to adjust between the windows based resources provided and the MAC features of MYOB AccountEdge.</p> | | | | |

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STUDENT PORTAL

Through the portal you can enrol, update your details, and check your academic results whenever you like. To login just click on this link <https://tafeqld.t1cloud.com/> and use your Connect login credentials.

If you have an issue with the student portal please log the issue through the “Report an Issue” form in your forms tile and you will receive a response as soon as possible.

Alternatively, click the link below and scroll through the frequently asked questions that may assist you with your enquiry <https://tafeqld.edu.au/current-students/student-portal-pilot-faq.html>

To view the 2021 Intake dates please click [here](#).



CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Your TAFE student number is your ‘username’ for logging into Connect. You will be prompted to create your own password by selecting ‘Password Manager’ on the Connect login homepage. In order to create your password, you will need to enter your date of birth and the email address you provided to TAFE Queensland.

Access your online studies via [Connect](#)

Online instructions: [Connect Help](#)

DON'T FORGET to [enable notifications in Announcements](#) so you don't miss an important announcements relating to your study.



HAVE YOU STUDIED BEFORE?

Credit Transfer is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.



STUDENT RULES

The [TAFE Queensland Student Rules and Policies](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please speak with your program coordinator and view the [TAFE Queensland Refund Policy](#) before submitting your withdrawal request, as you may not be eligible for a refund

If you are wishing to withdraw prior to the start of an intake - You can withdraw and swap units through the Student Portal. You can access this under the **My Study tile** in the **Withdraw From a Unit** menu. Note: Students with multiple courses in their **My Study tile** will need to select the **Manage your Course** button first. Once you have chosen your course, you can see the **Withdraw From a Unit** menu option, from here choose the unit/units to withdraw.

If you are wishing to withdraw after the start of an intake – you can submit your request through the Student Portal under the **Forms tile**. Scroll to the **Request for Withdrawal and or/Refund (TQ)**.