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

Get hands on experience
Ideally suited to those who have just started or looking to pursue a career in office environment, this interactive course will teach you the skills and knowledge required to enter the workforce sooner. Students will work in simulated office environment as part of your studies, providing practical, hands-on experience in a wide range of computing skills, general office skills, time management, organising schedules, workplace health and safety and customer service. Students will also learn to design and produce text documents, produce spreadsheets and create...

Course delivery options
- LOCATION/S: Online
- DURATION: Online: Varies

Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).

Entry requirements
- Course Entry Requirements: Apprentices and trainees complete a qualification, ...

Resources required
- No specific resources are required to successfully complete this course.
- It is recommended that students have access to a reliable internet connection to...

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.

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
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/

Outcome
BSB30115 Certificate III in Business - Traineeship

Job prospects
- Office Administrator
- Data Entry Operator
- Clerk/Secretary
- Receptionist
- Word Processing Operator
- Administration Assistant

Units
To achieve this qualification you will need to complete: Core Competencies: 1
- BSBWHS302 Apply knowledge of WHS legislation in the workplace
- BSBADM307 Organise schedules
- BSBFLM305 Support operational plan
Elective Competencies: 11

Accurate as at 29 January 2018. For the latest information see:
tafeeastcoast.edu.au/course/15094

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CRICOS 03020E
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>BSBFLM303</td>
<td>Contribute to effective workplace relationships</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
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<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
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<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
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<tr>
<td>BSBCMM301</td>
<td>Process customer complaints</td>
<td>Elective</td>
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<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
<td>Elective</td>
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<tr>
<td>BSBFLM312</td>
<td>Contribute to team effectiveness</td>
<td>Elective</td>
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<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
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</tr>
</tbody>
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Disclaimer

Not all electives available at all campuses

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