HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

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 opportunities will be maximised through study of basic to intermediate computer, 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

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/15154

Entry requirements

Course Entry Requirements

It is highly recommended that students have successfully ...

...more online

Resources required

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

...more online

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 $3,215

This is the total cost of the course.

Got a question?

Enquire about your full fee study options

SUBSIDISED $1,553

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 $999

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

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

Phase 1 - January 2019

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

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 knew which payment option is right for you (under the costs tab)
- Read the student rules and refund

Accurate as at 13 March 2018. For the latest information see:

tafeeastcoast.edu.au/course/15154

RTO 0275
CRICOS 03020E
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Type</th>
<th>Phase</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>
<td>Phase 1</td>
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<tr>
<td>BSBADM307</td>
<td>Organise schedules</td>
<td>Elective</td>
<td>Phase 1</td>
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<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
<td>Phase 1</td>
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<td>Phase 2 - April 2018</td>
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<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
<td>Phase 2</td>
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<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
<td>Phase 2</td>
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<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
<td>Phase 2</td>
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<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
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<td>Phase 3 - July 2018</td>
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<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
<td>Elective</td>
<td>Phase 3</td>
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<tr>
<td>BSBUS201</td>
<td>Participate in environmentally sustainable work practices</td>
<td>Elective</td>
<td>Phase 3</td>
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<tr>
<td>BSBITU309</td>
<td>Produce desktop published documents</td>
<td>Elective</td>
<td>Phase 3</td>
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<td>Phase 4 - October 2018</td>
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<td>BSBWRT301</td>
<td>Write simple documents</td>
<td>Elective</td>
<td>Phase 4</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Elective</td>
<td>Phase 4</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
<td>Phase 4</td>
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Disclaimer

Not all electives available at all campuses.

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**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.

**More info:**
tafeeastcoast.edu.au/study-with-us/career-changers/jobseeker/recognition-prior-learning/

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