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

Industry endorsed  Payment options  Student satisfaction

Kick-start your career in administration
This qualification provides a well-rounded balance of skills that will assist you in becoming an invaluable team member to a wide range of businesses. You'll learn how to perform introductory-level office administration tasks including using relevant Microsoft Office software, to create business and desktop published documents, worksheets and spreadsheets. Build your administration confidence with this business course!

LOCATION/S
Bundamba, Toowoomba

DURATION
Full time: 6 months / 2 days per week

Course delivery options
WORKLOAD  LOCATION  DELIVERY
Full time 2 days per week  Bundamba, Toowoomba  Classroom

Entry requirements
Although there are no formal entry requirements for this qualification, it is recommended ...
...more online

Important Information
If you are interested in undertaking ...
...more online

Resources required
You will require access to a reliable internet connection to access TAFE Queensland's online systems, and a ...
...more online

What are my payment options?
No matter what your circumstances, TAFE Queensland South West has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 914 754. 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.

Accurate as at 16 October 2017. For the latest information see: tafesouthwest.edu.au/course/16460

RTO 0275
CRICOS 03020E
Outcome

BSB30415 Certificate III in Business Administration

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

Units

The successful achievement of this qualification requires you to complete 13 units in total, including 2 core units and 11 elective units.

Writing and Producing Text Documents

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWR301</td>
<td>Write simple documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Office Administration Skills

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM307</td>
<td>Organise schedules</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Safety and Document Production

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU309</td>
<td>Produce desktop published documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
</tr>
</tbody>
</table>

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 meet the entry requirements (under the course details tab)
- checked your important dates (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- checked your rights and responsibilities as a student, as detailed in the student handbook and refund policy
- Created your Unique Student Identifier and can provide this code to Customer Service TAFE Queensland

All done? Then head to the link below to complete your enrolment: tafesouthwest.edu.au/study-with-us/enrolment-fees/enrol

Recognition of prior learning

Fast-track to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you’ve gained from the workplace and/or previous learning means less study time for you and getting qualified a whole lot sooner.

Accurate as at 16 October 2017. For the latest information see: tafesouthwest.edu.au/course/16480

RTO 0275
CRICOS 03020E
### Financial and business documents

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU202</td>
<td>Create and use spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Elective</td>
</tr>
</tbody>
</table>

#### Disclaimer

The elective units available may vary between locations, delivery modes and intakes.