Certificate III in Business Administration - Traineeship

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 today!

LOCATION/S

External

DURATION

Workplace: up to 2 years

Course delivery options

WORKLOAD

LOCATION

DELIVERY

External

Workplace

Entry requirements

Students must be employed as an apprentice or trainee and have a signed Registered Training Contract, stating TAFE Queensland

For further information about probationary periods for this trade qualification, visit ...more online

Important Information

You will require access to Microsoft

...more online

Resources required

It is recommended that you have access to a reliable internet connection to access TAFE Queensland’s online systems,

...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.

For more information about the costs associated with undertaking an apprenticeship or traineeship, please give us a call.

ARE YOU READY TO TAKE

Outcome

Accurate as at 13 July 2017. For the latest information see:

tafesouthwest.edu.au/course/16465

RTO 0275

CRICOS 03020E
BSB30415 Certificate III in Business Administration

Job prospects
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk/Secretary
- Data Entry Operator
- Personal Assistant
- Receptionist
- Office Administrator
- Administration Assistant
- 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 (note, there are additional packaging rules related to elective choices that will be discussed during the development of the Training Plan).

Unit selection will be negotiated during the sign-up process, following training package rules and workplace requirements.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Type</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM307</td>
<td>Organise schedules</td>
<td>Elective</td>
<td>Group A</td>
</tr>
<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
<td>Group A</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
<td>Group A</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Elective</td>
<td>Group A</td>
</tr>
<tr>
<td>BSBITU202</td>
<td>Create and use spreadsheets</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
<td>Group B</td>
</tr>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
<td></td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
<td></td>
</tr>
<tr>
<td>BSBWSTR301</td>
<td>Write simple documents</td>
<td>Elective</td>
<td>Group A</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
<td>Group A</td>
</tr>
<tr>
<td>BSBITU309</td>
<td>Produce desktop published documents</td>
<td>Elective</td>
<td>Group A</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>BSBFIA303</td>
<td>Process accounts payable and receivable</td>
<td>Elective</td>
<td>Group A</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
<td>Group B</td>
</tr>
</tbody>
</table>

Available for continuing students only

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</tr>
</thead>
<tbody>
<tr>
<td>BSBFIA301</td>
<td>Maintain financial records</td>
<td>Elective</td>
<td>Group B</td>
</tr>
<tr>
<td>BSBINM301</td>
<td>Organise workplace information</td>
<td>Elective</td>
<td>Group B</td>
</tr>
</tbody>
</table>

Disclaimer

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