## Certificate III in Business Administration

**Overview**

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!

### Course delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time 2 days per week</td>
<td>Bundamba, Toowoomba</td>
<td>Classroom</td>
</tr>
</tbody>
</table>

### Entry requirements

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

---more online

### Resources required

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

---more online

### Costs

- **$ 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.

---more online

### Important Information

If you are interested in undertaking...

---more online

Accurate as at 11 April 2018. 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
- BSBWRT301 Write simple documents
- BSBITU303 Design and produce text documents
- BSBITU201 Produce simple word processed documents

Office Administration Skills
- BSBADM307 Organise schedules
- BSBITU303 Deliver and monitor a service to customers
- BSBITU201 Produce simple word processed documents

Safety and Document Production
- BSBITU309 Produce desktop published documents
- BSBITU301 Contribute to health and safety of self and others
- BSBITU302 Create electronic presentations

Financial and business documents
- BSBITU302 Create and use spreadsheets
- BSBITU304 Produce spreadsheets
- BSBITU306 Design and produce business documents

Disclaimer

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

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 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.

More info:

tafesouthwest.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/

Make your future happen

Connect with TAFE on Facebook

Accurate as at 11 April 2018. For the latest information see:

tafesouthwest.edu.au/course/16460

RTO 0275
CRICOS 03020E