

Certificate III in Business Administration



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

- Industry endorsed
- Payment options
- Student satisfaction

OVERVIEW

Your future in finance starts here

The Certificate III in Business Administration will provide you with the skills you need to gain employment in the business environment across many industry sectors. Learn how to use a range of software applications, prepare financial documents, and deliver quality customer service. This qualification also provides an excellent foundation for further studies in the Certificate IV in Accounting, Diploma of Accounting, Diploma of Business Administration, Diploma of Business, Diploma of Leadership and Management or Diploma of Human Resources.
[...more online](#)

 LOCATION/S Caboolture, Loganlea	 DURATION Full time: 18 weeks / 2 days per week
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COURSE DETAILS

Course delivery options

WORKLOAD	LOCATION	DELIVERY
Full time 2 days per week	Caboolture, Loganlea	Classroom

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).
tafebrisbane.edu.au/course/16345

Entry requirements

This qualification has no formal entry criteria; however, TAFE Queensland Brisbane has [...more online](#)

Resources required

It is recommended that students have access to a reliable internet connection to access TAFE Queensland's online learning [...more online](#)

Important Information

If this face to face study is not [...more online](#)

What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)

COSTS

FULL FEE \$3,215	SUBSIDISED \$1,555	CONCESSION \$1,000
<p>This is the total cost of the course.</p> <p>Got a question? Enquire about your full fee study options</p>	<p>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.</p>	<p>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. Further information about concessions.</p>

Outcome

BSB30415 Certificate III in Business Administration

Successful completion of this program may assist students to gain entry into further study programs and/or may contribute towards study credits.

After completion of this Certificate further education can include the following qualifications:

- [BSB40515 Certificate IV in Business Administration](#)

Job prospects

- Administrator
- Data Entry Operator
- Secretary (General)
- Accounts Clerk
- Word Processing Operator
- Receptionist
- Personal Assistant

Units

The successful achievement of this qualification requires you to complete 2 core and 11 elective units. Upon successful completion of all 13 units you will receive a Certificate III in Business Administration.

Core units

BSBITU307	Develop keyboarding speed and accuracy	Core
BSBWHS201	Contribute to health and safety of self and others	Core

Electives

BSBITU302	Create electronic presentations	Elective
BSBITU303	Design and produce text documents	Elective
BSBITU304	Produce spreadsheets	Elective
BSBADM307	Organise schedules	Elective
BSBITU306	Design and produce business documents	Elective
BSBWRT301	Write simple documents	Elective
BSBWOR301	Organise personal work priorities and development	Elective
BSBITU202	Create and use spreadsheets	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBFIA302	Process payroll	Elective
BSBFIA303	Process accounts payable and receivable	Elective

Disclaimer

Not all electives available at all campuses

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 know which payment option is right for you (under the costs tab)
- Read the [Student Rules](#) and [Withdrawals and Refund Policy](#)
- Created your [Unique Student Identifier](#) and can provide this to TAFE Queensland.

All done? You're ready 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.

Make your future happen

Connect with TAFE on Facebook