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

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.

LOCATION/S
Caboolture, Loganlea

DURATION
Full time: 18 weeks / 2 days per week

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.

FULL FEE | $3,215
This is the total cost of the course.

SUBSIDISED | $1,555
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 | $1,000
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.

Accurate as at 3 May 2018. For the latest information see:
tafebrisbane.edu.au/course/16345

RTO 0275
CRICOS 03020E
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
- BSBWHS201 Contribute to health and safety of self and others

Electives

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

Disclaimer

Not all electives available at all campuses