



# BSB30415 Certificate III in Business Administration

National ID: BSB30415 | State ID: AVS2

## About this course

**Do you want the skills for a flexible career that could take you anywhere in the world?**

When you complete the Certificate III in Business Administration you'll have skills that employers are looking for, making you ideal for roles in **data entry, customer service**, or as an **office or accounts clerk, secretary** or **receptionist**.

You will gain skills and knowledge in basic MYOB, workplace organisation, workplace health and safety, spreadsheets, and organising schedules, word processing, electronic presentations and much more.

With industry and government forecasting a growing demand for office workers in coming years, you'll be ready for recruiting.

**Study modes and durations differ depending on your local campus. Please check with your local campus for more information.**

## Overview

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online and classroom based training delivery, as well as practical and work experience placements.


While the mode of delivery might vary, the content and key learning outcomes of the course will remain the same.

The precise mix of delivery method will vary from course to course. The time, place and method of delivery may also vary across the semester to ensure social distancing and safe training delivery for staff and students during the COVID-19 pandemic.


South Regional TAFE will provide students with adequate support to work in online environments where necessary.

## Semester 1, 2020

### Harvey - Full Time, Part Time, Flexible, Traineeship

 Duration: **6 Months**

 When: **Semester 1, 2020**

 How: **F**  
**Full-Time**  
**Part-Time**  
**Traineeship**  
**Workplace**  
**Workshops**  
**Flexible**

## Units

Not all units and study modes are offered at all campuses. Please check with your local campus.

### Core

| National ID | Unit Title   |
|-------------|--|
| BSBITU307   | Develop keyboarding speed and accuracy             |
| BSBWHS201   | Contribute to health and safety of self and others |

### Elective

| National ID | Unit Title  |
|-------------|---|
| BSBADM302   | Produce texts from notes                          |
| BSBADM307   | Organise schedules                                |
| BSBCUS301   | Deliver and monitor a service to customers        |
| BSBFIA302   | Process payroll                                   |
| BSBFIA303   | Process accounts payable and receivable           |
| BSBITU212   | Create and use spreadsheets                       |
| BSBITU306   | Design and produce business documents             |
| BSBITU309   | Produce desktop published documents               |
| BSBITU312   | Create electronic presentations                   |
| BSBITU313   | Design and produce digital text documents         |
| BSBITU314   | Design and produce spreadsheets                   |
| BSBWOR301   | Organise personal work priorities and development |
| BSBWRT301   | Write simple documents                            |

## Entrance requirements

| School Leaver           | Non-School Leaver                                   | AQF                             |
|-------------------------|---|---------------------------------|
| OLNA or NAPLAN 9 Band 8 | C Grades in Year 10 English and Maths or equivalent | Certificate I or Certificate II |

## Study pathway

- Certificate IV in Business
- Certificate IV in Business Administration
- Certificate IV in Human Resources
- Certificate IV in Project Management Practice

- Certificate IV in Marketing

## Job opportunities

This qualification is designed to provide you with a range of practical skills, technical training and communication skills for a career in operational administration of any industry.

- Accounts Receivable Clerk
- Data Entry Processor
- Office Administration Assistant
- Receptionist
- Junior Personal Assistant

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

## Fees and charges

Please contact the college to receive an indicative price for this course. Your fees will be calculated from your individual circumstances at the time of enrolment.

Concessions (for eligible courses at certificate levels I to IV) and annual course fee caps may apply. Other charges may apply.

### VET Student Loan

Students in Diploma qualifications and above may be assisted through a loan under the Commonwealth Government's VET Student Loan scheme. Only an Australian citizen, a permanent humanitarian visa holder and resident in Australia, or a New Zealand Special Visa 444 student who can also provide evidence of a WACE Certificate (completion of Year 12) or equivalent can apply for a loan. For more information please see <http://studyassist.gov.au/sites/StudyAssist/> (Opens in a new window )

For information on the VET Student Loan process at South Regional TAFE please see <http://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans>

### International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time. For information on international student fees and application, please follow this link to the TAFE International WA website [www.tafeinternational.wa.edu.au/courses](http://www.tafeinternational.wa.edu.au/courses)

**Please note, fees are subject to change.**