# Certificate III in Business Administration

**TAFE AT SCHOOL - OFFICE ADMINISTRATOR**

**Hello there, our dream is to help you make great happen**

- **Industry endorsed**
- **Student satisfaction**

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## Overview

**Learn essential skills for an office environment**

Kick start your career with this entry-level course in business administration. This course will give you the practical skills to successfully work in an office or business environment.

You will develop a broad range of knowledge covering keyboard speed and accuracy and health and safety for yourself and others. You also have the opportunity to specialise in units that focus on payroll processing, electronic presentations, working effectively with diversity, and the use of business technology. This course is taught by industry experts that are

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### Location/S

Gold Coast - Southport

**Duration**

Part time: 12 months / 1 day per week

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## Course Details

**Workload**

<table>
<thead>
<tr>
<th>Workload</th>
<th>Location</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part time</td>
<td>Gold Coast - Southport</td>
<td>Classroom</td>
</tr>
</tbody>
</table>

**Key dates**

For key start dates for each location visit the online brochure for this course (under the course details tab).

[tafgoldcoast.edu.au/course/17025](tafgoldcoast.edu.au/course/17025)

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**Entry requirements**

- Students must be enrolled in high school, completing Year 10, 11 or 12.
- Students

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**Important Information**

Course commencement is subject

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**Resources required**

- A USB memory stick (minimum 4GB) and a set of earphones will be required.
- Material lists and timetables

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**What are my financial options?**

No matter what your circumstances, TAFE Queensland Gold Coast has a financial option to suit you. If you are unsure of what’s right for you, call us on 07 5581 8300. We’re here to help.

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### Costs

**Full Fee $2,003**

This is the total cost of the course.

Got a question? Enquire about your full fee study options

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Accurate as at 19 October 2017. For the latest information see:

[tafgoldcoast.edu.au/course/17025](tafgoldcoast.edu.au/course/17025)

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Outcome

Whether you see yourself sitting behind the reception desk in a corporate office, or enjoying the challenge of working behind the scenes as a Personal Assistant, this program will help get you there. There is also the opportunity to further your studies with any of our business programs including accounting, information technology, graphic design, medical administration, business and justice.

You will also be able to work as an:

- Administrative Assistant
- Clerical Officer
- Data Entry person
- Receptionist

Successful completion of this course will allow students to obtain 8 points towards their QCE.

Job prospects

- Data Entry Operator
- General Clerk
- Office Administrator
- Personal Assistant
- Receptionist
- Secretary (General)
- Accounts Clerk
- Junior Personal Assistant
- Office Assistant

Units

To achieve this qualification the student must demonstrate competency in 13 units, 2 core and 11 electives.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM307</td>
<td>Organise schedules</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU309</td>
<td>Produce desktop published documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
</tr>
</tbody>
</table>

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

- Make your future happen
- Connect with TAFE on Facebook

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tafegoldcoast.edu.au/course/17025

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<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR204</td>
<td>Use business technology</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBFIA303</td>
<td>Process accounts payable and receivable</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Disclaimer

Not all electives available at all campuses