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

---more online

LOCATION/S

Gold Coast - Southport

DURATION

Full time: 20 weeks / 2 days per week

Entry requirements

- No prior office knowledge is required to enter this course; however, you should

---more online

Resources required

- All texts are online.
- A USB memory stick (minimum 4GB) and a set of ear phones will be required.
- Material

---more online

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.

---more online

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.

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Accurate as at 3 May 2018. For the latest information see:
tafegoldcoast.edu.au/course/11384

RTO 0275
CRICOS 03020E
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 may also be able to work as an:

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

Job prospects

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

Units

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Status</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>BSBVHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
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<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>BSFIJA303</td>
<td>Process accounts payable and receivable</td>
<td>Elective</td>
</tr>
</tbody>
</table>

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 refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland

All done? Then head to the link below to complete your enrolment:

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.

More info:

Make your future happen

Connect with TAFE on Facebook

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tafeqld.com.au/course/11384

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