



BSB30415 Certificate III in Business Administration

National ID: BSB30415 | State ID: AVS2

About this course

Administrators - the key to an efficiently run organisation

This qualification will provide you with **specialist skills** in business administration including keyboard skills and word processing. While studying in our **simulated work environment** you will learn **administrative procedures** such as processing accounts, maintaining business records and creating documents.

Keen to get started? We offer this course **online**.

Gain these skills

- Keyboarding speed and accuracy
- Organise workplace information and schedules
- Write simple documents and create spreadsheets
- Create electronic presentations

Is this course right for me?

I have the following attributes:

- A desire to assist people in their work duties
- Want to further develop verbal and written communication skills
- Keen to develop attention to detail, planning and organisational skills
- Able to relate to people from a range of cultures

Overview

Continuous enrolment, 2019

Perth (Northbridge) - Traineeship or Work-based



Duration: **6 Months**



When: **Continuous enrolment**



How: **W**

Units

Core

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

Elective

Unit Title	National ID
Produce texts from notes	BSBADM302
Produce texts from audio transcription	BSBADM303
Organise schedules	BSBADM307
Maintain business resources	BSBADM311
Process customer complaints	BSBCMM301
Develop and extend critical and creative thinking skills	BSBCRT301
Deliver and monitor a service to customers	BSBCUS301
Work effectively with diversity	BSBDIV301
Maintain financial records	BSBFIA301
Process payroll	BSBFIA302
Process accounts payable and receivable	BSBFIA303
Maintain a general ledger	BSBFIA304

Unit Title	National ID
Organise workplace information	BSBINM301
Utilise a knowledge management system	BSBINM302
Handle receipt and despatch of information	BSBINM303
Contribute to workplace innovation	BSBINN201
Comply with organisational requirements for protection and use of intellectual property	BSBIPR301
Design and produce business documents	BSBITU306
Produce desktop published documents	BSBITU309
Use simple relational databases	BSBITU311
Purchase goods and services online	BSBITU315
Recommend products and services	BSBPRO301
Participate in environmentally sustainable work practices	BSBSUS201
Apply knowledge of WHS legislation in the workplace	BSBWHS302
Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS401
Use business technology	BSBWOR204
Organise personal work priorities and development	BSBWOR301
Work effectively as an off-site worker	BSBWOR302
Write simple documents	BSBWRT301
Perform financial calculations	FNSACC313
Communicate electronically	BSBITU203
Create electronic presentations	BSBITU302
Design and produce text documents	BSBITU303
Produce spreadsheets	BSBITU304

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

Job opportunities



[Receptionist Operator \(Data Entry | Keyboard | Word Processing\)](#) [General Clerk | Clerical Officer](#)
[Secretary Assistant](#) [Accounts Clerk | Accounting Clerk](#) [Payroll Clerk](#) [Accounts Officer | Payroll Officer](#)

Other job titles may include:

- Administration Officer | Administrative Assistant
- Junior Personal Assistant
- Fee Officer | School Financial Administration Officer

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2.5 days per week

Please note part-time study classes are run during the day only.

Fees and charges

View our [Indicative Fees list](#)

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.



**North
Metropolitan**

*We're working for
Western Australia.*

International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

Please note, fees are subject to change.



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