



# 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


## Semester 1, 2019

---

### Joondalup (Kendrew Crescent) - On Campus

 Duration: **6 Months**

 When: **Semester 1, 2019**

 How: **F  
O**

## 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
Organise schedules	BSBADM307
Deliver and monitor a service to customers	BSBCUS301
Process accounts payable and receivable	BSBFIA303
Organise workplace information	BSBINM301
Design and produce business documents	BSBITU306
Organise personal work priorities and development	BSBWOR301
Write simple documents	BSBWRT301
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.

### **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.**