



# Certificate III in Business Administration

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 on campus and **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

## Details

### Semester 1, 2020

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## Midland - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

## Units

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### 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
BSBADM307	Organise schedules
BSBCUS301	Deliver and monitor a service to customers
BSBFIA303	Process accounts payable and receivable
BSBINM301	Organise workplace information
BSBITU213	Use digital technologies to communicate remotely
BSBITU306	Design and produce business 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

## Job opportunities



[Receptionist Operator \(Data Entry | Keyboard | Word Processing\)](#) [General Clerk](#) | [Clerical 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.



**North  
Metropolitan**

*We're working for  
Western Australia.*

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.**



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