



# BSB30415 Certificate III in Business Administration

National ID: BSB30415 | State ID: AVS2

## About this course

### Gain the organisational skills to thrive in an active marketplace.

The Certificate III in Business Administration is designed for those with some office experience, and is suitable for career changers, ladder climbers, and those returning to the industry. This course is for those wanting to develop their existing office skills and gain a broad range of competencies necessary to fulfill a variety of the office roles traditionally found in the North West.

This course helps participants to further enhance their existing Microsoft Office computer skills and add in finance options using MYOB; as well as other essential skills and knowledge to provide technical advice and support to a team.

Successful completion of this course can lead into a Certificate IV in Business Administration and is also a pathway to many other industries.

## Overview

### Available all year, 2019

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### Broome Campus - Qualification details

-  Duration: **1 Year**
-  When: **Available all year**
-  How: **Face-to-face block delivery**  
**Face-to-face classroom delivery**  
**Face-to-face classroom/campus delivery**  
**Full-time**  
**On the job/on location**  
**Online learning - flexible/self-paced**  
**Part-time**

## Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

Students must successfully complete 2 core and 11 elective units to be awarded this qualification.

## 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
BSBADM311	Maintain business resources
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity

National ID	Unit Title
BSBINM301	Organise workplace information
BSBINM302	Utilise a knowledge management system
BSBINN201	Contribute to workplace innovation
BSBITU306	Design and produce business documents
BSBITU309	Produce desktop published documents
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBPRO301	Recommend products and services
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR204	Use business technology
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents

## Study pathway

 [Certificate IV in Business Administration](#)

 [Certificate IV in Business](#)

## Job opportunities



[Payroll officer Receptionist Accounting clerk](#)

## Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

### VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

### International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.

**Please note, fees are subject to change.**