HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Payment options

Gain valuable business administration skills including introduction to MYOB

This qualification is designed for Aboriginal and Torres Strait Islander people to develop their skills in a range of office functions and reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts. It is specifically designed with a finance focus for those intending to develop skills and knowledge for entry level employment in a finance role, or to provide a pathway into further studies, particularly accounting.

Participants will learn the basic knowledge and skills...

...more online

LOCATION/S
Cairns

DURATION
Full time: 5 months / 3 x 2 week blocks

Course delivery options

WORKLOAD LOCATION DELIVERY

Full time 3 x 2 week blocks Cairns Classroom

Entry requirements

Candidates must have good numeracy and literacy skills and some computer literacy to complete...

...more online

Resources required

No specific resources are required to successfully complete this course.

It is recommended that students have access to a reliable internet connection...

...more online

What are my payment options?

No matter what your circumstances, TAFE Queensland North has a payment option to suit you. If you are unsure of what’s right for you, call us on 1300 656 959. We’re here to help.

Prices are subject to change.

...more online

FULL FEE | $3,198
This is the total cost of the course.

SUBSIDISED | $1,508
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 | $962
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. Further information about concessions.

Accurate as at 17 October 2017. For the latest information see:
tafenorth.edu.au/course/15430

RTO 0275
CRICOS 03020E
### Outcome

BSB30415 Certificate III in Business Administration

### Job prospects
- General Clerical Workers
- Receptionist
- Accounts Clerk
- Data Entry Operator
- Personal Assistants And Secretaries
- Office Administrator

### Units

Students need to successfully complete 13 units to gain the qualification; 2 core and 11 elective units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Units</th>
<th>Type</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
<td></td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
<td></td>
</tr>
<tr>
<td>BSBADM307</td>
<td>Organise schedules</td>
<td>Mandatory</td>
<td>General Administration</td>
</tr>
<tr>
<td>BSBFIA304</td>
<td>Maintain a general ledger</td>
<td>Mandatory</td>
<td>Financial Administration</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Mandatory</td>
<td>Information Technology</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Mandatory</td>
<td>Information Technology</td>
</tr>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
<td>Mandatory</td>
<td>Writing</td>
</tr>
<tr>
<td>BSBFIA303</td>
<td>Process accounts payable and receivable</td>
<td>Mandatory</td>
<td>Financial Administration</td>
</tr>
<tr>
<td>BSBFIA302</td>
<td>Process payroll</td>
<td>Mandatory</td>
<td>Financial</td>
</tr>
</tbody>
</table>

### 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
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

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


**Enrolment options**

By telephone: 1300 656 959. In person:

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### Administration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIA301</td>
<td>Maintain financial records</td>
<td>Mandatory</td>
</tr>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
<td>Mandatory</td>
</tr>
<tr>
<td>FNSACC303</td>
<td>Perform financial calculations</td>
<td>Mandatory</td>
</tr>
<tr>
<td>FNSFLT201</td>
<td>Develop and use a personal budget</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

### Disclaimer

Not all electives available at all campuses.

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**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.


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**Make your future happen**

Connect with TAFE on Facebook

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