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

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

LOCATION/S
Cairns, Northern Area Peninsula

DURATION
Full time: 6 months / 3 x 2 week blocks, 8 months / 3 x 2 weeks

Course delivery options

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<th>WORKLOAD</th>
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<th>DELIVERY</th>
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<td>Full Time</td>
<td>Cairns, Northern Area Peninsula</td>
<td>Classroom</td>
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Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).

tafenorth.edu.au/course/15430

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

Resources required
No specific resources are required to successfully complete this course. It is recommended that students have access to a reliable internet connection

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.

$ FULL FEE | $3,200
This is the total cost of the course.

Got a question?
Enquire about your full fee study options

$ SUBSIDISED | $1,287
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 | $650
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.
**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.

- **BSBITU307** Develop keyboarding speed and accuracy (Core)
- **BSWH5201** Contribute to health and safety of self and others (Core)
- **BSBADM307** Organise schedules (Mandatory General Administration)
- **BSBFIA304** Maintain a general ledger (Mandatory Financial Administration)
- **BSBITU304** Produce spreadsheets (Mandatory Information Technology)
- **BSBITU306** Design and produce business documents (Mandatory Information Technology)
- **BSBWRT301** Write simple documents (Mandatory Writing)
- **BSBFIA303** Process accounts payable and receivable (Mandatory Financial Administration)
- **BSBFIA302** Process payroll (Mandatory Financial Administration)
- **BSBFIA301** Maintain financial records (Mandatory)
- **FNSACC301** Process financial transactions and extract interim reports (Mandatory)
- **FNSACC303** Perform financial calculations (Mandatory)
- **FNSFLT201** Develop and use a personal budget (Mandatory)

**Disclaimer**

Not all electives available at all campuses

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**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: at any TAFE Queensland North location.

**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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**THE PATH TO GREATNESS**

Connect to TAFE using Facebook, and watch a future where you make great happen.

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Make your future happen

Connect with TAFE on Facebook

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**Accurate as at 16 April 2018. For the latest information see:**

[tafenorth.edu.au/course/15430](tafenorth.edu.au/course/15430)

**RTO 0275**

**CRICOS 03020E**