



Certificate III in Business Administration BSB30407

This highly successful program will give you skills in current industry software packages, customer service and team skills ready to work in the public or private business sector.

It is particularly suitable for people who do not have extensive computer or office experience. The competencies achieved within this qualification can also allow students who successfully complete the course to progress into higher level TAFE studies.

Job opportunities

Office assistant, word processing/data entry operator, receptionist, secretary, personal or administrative assistant.

Features

- Offered as blended delivery with an online component and fortnightly teacher workshops.
- Flexibility – Program duration may be negotiated with the school.
- Successful completion of units can be used to gain credit into a Diploma of Business at Brisbane North Institute of TAFE.
- \$15 material fee per unit

Term 1, 2010

BSBITU302A	Create electronic presentations
BSBITU309A	Produce desktop published documents
*BSBITU307A	Develop keyboarding skills

Term 2, 2010

BSBITU201A	Produce simple word processed documents (Grade 11)
BSBITU303A	Design and produce text documents
BSBADM307B	Organise schedules (Grade 12)

Term 3, 2010

BSBITU301A	Create and use databases
BSBADM307B	Organise schedules (Grade 11)
BSBITU306A	Design and produce business documents (Grade 12)

Term 1, 2011

BSBOHS201A	Participate in OHS processes
BSBWRT301A	Write simple documents

Term 2, 2011

BSBITU202A	Create and use spreadsheets
BSBITU304A	Produce spreadsheets

Term 3, 2011

BSBCUS301A	Deliver and monitor a service to customers
BSBITU306A	Design and produce business documents

* Assessed throughout the course