



Certificate III in Business Administration BSB30407

*Pending Registration

This innovative program will give you skills in current business software packages, customer service and office procedures to prepare you for work in the public or private business sector. This program is particularly suitable for people who do not have extensive computer or office experience. The competencies achieved within this qualification will allow students who successfully complete the course to progress into higher level TAFE studies.

Job opportunities

Receptionist, Secretary, Personal or Administrative Assistant, Word Processing/Data Entry Operator.

Features

- Offered as blended delivery with an on-line component and monthly teacher workshops at *Caboolture and Bracken Ridge campuses*
- Flexibility!! – Students can join the program in any semester
- Successful completion of units can be used to gain credit into a Diploma of Business Administration, Diploma of Management, Diploma of Human Resource Management and Diploma of Marketing.
- Approximately **\$40 material fee** per semester for program.

Semester one

Business essentials

BSBOHS201A	Participate in OHS processes
BSBITU201A	Produce simple word processed documents
BSBITU307A	Develop keyboarding speed and accuracy
BSBWRT301A	Write simple documents

Semester two

Business building blocks

BSBITU202A	Create and use spreadsheets
BSBITU304A	Produce spreadsheets
BSBCUS301A	Deliver and monitor a service to customers

Semester three

Driving the computer for business results

BSBITU302A	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU309A	Produce desktop published documents

Semester four

Get organised!

BSBITU301A	Create and use databases
BSBADM307B	Organise schedules
BSBITU306A	Design and produce business documents