

BSB30415

# Certificate III in Business Administration

Our business administration qualification is an opportunity to increase your confidence working in a business environment. You will learn transferrable skills such as communication, working in a team, customer service and the basics of Microsoft Office. These skills can be applied throughout your learning pathway but also in your day to day life.

- ✓ Microsoft suite packages (Word, Excel, publisher & powerpoint)
- ✓ Using effective communication to inform customers about available choices for meeting their needs and assist in the selection of preferred options
- ✓ Organise and complete own work schedule
- ✓ Developing keyboard skills.

**DELIVERY METHODS AVAILABLE**

- ✓ **Face-to-Face:** Classroom-based learning with practical hands on experience in both a simulated environment and/or work placement.
- ✓ **Blended:** Online learning with scheduled practical workshops.
- ✓ **Online:** Online learning only.



## Business Qualification

**DURATION**  
6-12 months is the average course duration

**PLACEMENT**  
Not applicable

**ENTRY REQUIREMENTS**  
No formal entry requirements

*See back for full course overview and pricing*

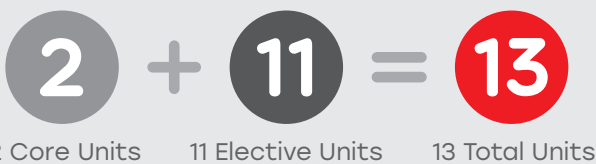
## OUTCOMES & FURTHER STUDY PATHWAYS

**Business career pathways:** Office Administrator, Fee Officer, Bookkeeper, Holiday Park Receptionist, Human Resources Clerk, Data Entry Operator, Freight Documentation Clerk, Receptionist.

**Other courses in this pathway:** BSB40515 Certificate IV in Business Administration, BSB42015 Certificate IV in Leadership and Management.

## UNITS DELIVERED

<b>BSBITU307</b>	Develop keyboarding speed and accuracy (core)
<b>BSBWHS201</b>	Contribute to health and safety of self and others (core)
<b>BSBADM307</b>	Organise schedules (elective)
<b>BSBITU312</b>	Create electronic presentations (elective)
<b>BSBITU313</b>	Design and produce digital text documents (elective)
<b>BSBITU314</b>	Design and produce spreadsheets (elective)
<b>BSBITU306</b>	Design and produce business documents (elective)
<b>BSBITU309</b>	Produce desktop published documents (elective)
<b>BSBWRT301</b>	Write simple documents (elective)
<b>BSBSUS201</b>	Participate in environmentally sustainable work practices (elective)
<b>BSBCUS301</b>	Deliver and monitor a service to customers (elective)
<b>BSBINM301</b>	Organise workplace information (elective)
<b>BSBWOR204</b>	Use business technology (elective)



### HOW TO ENROL

Contact us on **3260 6411** or email [trainingadmin@helpenterprises.com.au](mailto:trainingadmin@helpenterprises.com.au)

## TERMS AND CONDITIONS

Access to Certificate 3 Guarantee funding eligibility can be found at [https://desbt.qld.gov.au/\\_data/assets/pdf\\_file/0018/8145/c3g-factsheet-student.pdf](https://desbt.qld.gov.au/_data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf). The program is open to any Queensland resident aged 15 years or over who is no longer at school (with the exception of VET in Schools students) and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency. Prospective students must not have or be enrolled in a certificate III level or higher qualification, not including qualifications completed at school and foundations skills training.

The Certificate 3 Guarantee Program is funded by Queensland Government.

### COURSE COSTS

Certificate 3 Guarantee | Co-contribution Fee

Online Courses	Job Active Provider	Disability Employment Service	External*
Concession	\$600.00	\$200.00	\$30.00
Non-Concession	\$800.00	\$400.00	\$50.00
Face-to-Face Courses	Job Active Provider	Disability Employment Service	External*
Concession	\$200.00	\$200.00	\$30.00
Non-Concession	\$400.00	\$400.00	\$50.00
Blended Courses	Job Active Provider	Disability Employment Service	External*
Concession	\$900.00	\$200.00	\$30.00
Non-Concession	\$1200.00	\$400.00	\$50.00

\*External refers to anyone not registered with HELP at the time of enrolment.