BSB30412
Certificate III in Business Administration
CRICOS Course Code: 079169M

This qualification will prepare you for a busy work environment, teaching you how to apply a broad range of competencies in a varied work context using relevant theoretical knowledge. The course will cover selecting, adapting and transferring skills and knowledge to new environments, while performing a defined range of skilled operations.

**Duration:**
23 weeks

**Entry requirements:**
- IELTS score 5.0 with no sub score below 5.0 or equivalent
- Alternatively students can take a placement test before start date

**About the course:**
- Day course
- 2 lectures per week
- 2 tutorial per week

**Employment Opportunities:**
- Customer Service Advisor
- Data Entry Operator
- General Clerk
- Payroll Officer
- Typist
- Word Processing Operator

**Timetable**

<table>
<thead>
<tr>
<th></th>
<th>Wednesday</th>
<th>Thursday</th>
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</thead>
<tbody>
<tr>
<td>9.00am - 12.00pm</td>
<td>Tutorial</td>
<td>Tutorial</td>
</tr>
<tr>
<td>12.00pm - 1.00pm</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>1.00pm - 5.30pm</td>
<td>Lecture</td>
<td>Lecture</td>
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**Code**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Units</th>
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<tbody>
<tr>
<td>BSBITU307A</td>
<td>Develop keyboarding speed and accuracy*</td>
</tr>
<tr>
<td>BSBITU302B</td>
<td>Create electronic presentations</td>
</tr>
<tr>
<td>BSBITU303A</td>
<td>Design and produce text documents*</td>
</tr>
<tr>
<td>BSBITU304A</td>
<td>Produce spreadsheets</td>
</tr>
<tr>
<td>BSBFA303A</td>
<td>Process accounts payable and receivable</td>
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<tr>
<td>BSBFA304A</td>
<td>Maintain a general ledger</td>
</tr>
<tr>
<td>BSBADM307B</td>
<td>Organise schedules</td>
</tr>
<tr>
<td>BSBCUS301B</td>
<td>Deliver and monitor a service to customers*</td>
</tr>
<tr>
<td>BSBDIV301A</td>
<td>Work effectively with diversity*</td>
</tr>
<tr>
<td>BSBADM405B</td>
<td>Organise meetings</td>
</tr>
<tr>
<td>BSBINN201A</td>
<td>Contribute to workplace innovation*</td>
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<tr>
<td>BSBWHS201A</td>
<td>Contribute to health and safety of self and others*</td>
</tr>
<tr>
<td>BSBFA302A</td>
<td>Process payroll*</td>
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*Contains distance learning and/or assessment

Concession card provided

Start Dates

**2013**
October: 1, 15, 29
November: 12, 26
December: 10

**2014**
January: 7, 21
February: 4, 18
March: 4, 18
April: 1, 15, 29
May: 13, 27
June: 10, 24
July: 8, 22
August: 5, 19
September: 2, 16, 30
October: 14, 28
November: 11, 25
December: 9

**2015**
January: 6, 20
February: 3, 17
March: 3, 17, 31
April: 14, 28
May: 16, 26
June: 9, 23
July: 7, 21
August: 4, 18
September: 1, 15, 29
October: 13, 27
November: 10, 24
December: 8

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