## School of Business and Law

### BSB30415 Certificate III in Business Administration

**Full Time Course Planner – 2019 Onwards**

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Type</th>
<th>Credit/RPL</th>
<th>Passed/Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBWHS201</td>
<td>Contribute to Health and Safety of Self and Others</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BSBITU307</td>
<td>Develop Keyboarding Speed and Accuracy</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSBADM307</td>
<td>Organise Schedules</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSBITU312</td>
<td>Create Electronic Presentations</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSBITU313</td>
<td>Design and Produce Text Documents</td>
<td>Core Elective</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>BSBITU314</td>
<td>Produce Spreadsheets</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSBITU306</td>
<td>Design and Produce Business Documents</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSBITU309</td>
<td>Produce Desktop Published Documents</td>
<td>Core Elective</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>BSBWRT301</td>
<td>Write Simple Documents</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSBADM302</td>
<td>Produce Texts from Notes</td>
<td>Core Elective</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>BSBCUS301</td>
<td>Deliver and Monitor a Service to Customers</td>
<td>Core Elective</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>BSBDIV301</td>
<td>Work Effectively with Diversity</td>
<td>Core Elective</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>BSBITU311</td>
<td>Create and use Databases</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Units: 13**

✓ Completed

**Please note:** The units in the table above which do not have a sequence number are able to be studied in any order, however, as some units may have limited availability, please contact the Course Advice Team by emailing spc@cqu.edu.au should you wish to request assistance with planning your studies.

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**Important Note:** This Course Planner has no formal or legal status but is used to assist students in planning their course. Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements.

Last Updated: 30/01/2019
MORE DETAILS:

To satisfy the requirements for the award of BSB30415 Certificate III in Business Administration students must complete 13 units.

Study Mode/Recommended Study Schedule

Online Delivery
The BSB30415 Certificate III in Business Administration course is offered via Online delivery with intakes in January, February, March, April, May, June, July, August, September, October, November and December.

On-Campus Delivery
The BSB30415 Certificate III in Business Administration course is offered via On-campus delivery with intakes in February, March, April, May, June, July, August, September, October and November from the following CQU locations:

- Rockhampton City Campus
- Gladstone Campus
- Gladstone City Campus
- Biloela Study Centre

Please refer to the More Details tab of your course page in the CQU Handbook for further information.

Course Structure Requirements
In the BSB30415 Certificate III in Business Administration course, students are required to complete the following course structure:

- 2 Core Units
- 11 Elective Units

Course Duration
This course is designed to be completed over 12 months of full time study.

Student Outcomes, Career Opportunities and Occupations
Job roles include: Accounts Receivable Clerk, Accounts Payable Clerk, Clerk, Data Entry Operator, Junior Personal Assistant, and Receptionist.

Credit Transfer & Recognition of Prior Learning
Credit Transfer: Please refer all enquiries regarding credit transfer for your previous studies to your teacher.

Recognition of Prior Learning (RPL): If you would like to apply for RPL for your on-the-job experience, you can request an RPL kit by emailing rpl@cqu.edu.au.
Pathway into Further Education

Below is a list of courses students can articulate into after completing the BSB30415 Certificate III in Business Administration course:

- BSB40215 Certificate IV in Business
- BSB40515 Certificate IV in Business Administration
- BSB41015 Certificate IV in Human Resources
- BSB41415 Certificate IV in Work Health and Safety
- BSB41515 Certificate IV in Project Management Practice
- BSB42015 Certificate IV in Leadership and Management
- BSB42615 Certificate IV in New Small Business
- BSB50215 Diploma of Business
- BSB50615 Diploma of Human Resources Management
- BSB51315 Diploma of Work Health and Safety
- BSB51415 Diploma of Project Management
- BSB51915 Diploma of Leadership and Management

If you have any questions in regard to your course, please contact the Course Advice Team:

PLEASE CHECK THE CQU HANDBOOK FOR TERM AVAILABILITIES AND PRE-REQUISITES AS THEY MAY CHANGE FROM YEAR TO YEAR http://handbook.cqu.edu.au