



TRED College  
ABN 42 136 866 923 RTO 40797 CRICOS code: 03741E



## BSB31115

### Certificate III in Business Administration (Medical)

**Course Code:**  
BSB31115

**Course Duration:**  
6 months full-time  
*Flexible based on individual needs.*

**Tuition Fee:**  
Distance Education: \$3,000

*Domestic and distance education students only.  
Fees include learning material & resources.  
Payment options available.*

**Course Requirements:**  
13 units (2 core units + 11 elective units)

**Career Outcomes:**  
Medical Receptionist, Administration  
Assistant, Office Junior

- Entry Requirements:**
- Learners will need to be able to read and write to approximately Year 10 level or Cert III in English.
  - Minimum 18 years of age.

## COURSE FOCUS

Our nationally accredited Certificate III in Business Administration (Medical) BSB31115 provides you with the knowledge and skills needed to work in administration in a general or specialist medical practice or hospital. Our course helps you develop comprehension of current industry practices, as well as the terminology and technology used in the medical sector.

**For enrolment enquiries:**  
**info@tredcollege.edu.au or +61 (02) 9870 7688**

# BSB31115

## UNITS

### Core Units

- BSBITU307** Develop keyboarding speed and accuracy
- BSBWHS201** Contribute to health and safety of self and others

### GROUP A Elective Units

- BSBMED401** Manage patient record keeping systems
- BSBMED302** Prepare and process medical accounts
- BSBMED303** Maintain patient records
- BSBMED304** Assist in controlling stocks and supplies
- BSBMED305** Apply the principles of confidentiality, privacy and security within the medical environment

### GROUP B Elective Units

- BSBFIA303** Process accounts payable and receivable
- BSBITU303** Design and produce text documents
- BSBITU304** Produce spreadsheets
- BSBITU306** Design and produce business documents

### GROUP C Elective Units

- BSBMED301** Apply medical terminology appropriately
- BSBCMM301** Process customer complaints

## TRED College

17 Khartoum Road, Macquarie Park, NSW 2113, Australia

Phone: +61 2 9870 7688 Email: [info@tredcollege.edu.au](mailto:info@tredcollege.edu.au)

[www.tredcollege.edu.au](http://www.tredcollege.edu.au)