### BUSINESS & LEADERSHIP

#### Certificate II in Business
- **BSB20115**
  - **Jobs:** Office Support, Office Assistant, Administrative Assistant, Trainee Administrator
  - **Direction:** Introduction to computing, Using word processing, Using spreadsheet software, Creating and sending emails
  - **Key Topics:** Working as part of a team, Creating a range of documents, presentations, Engaging with customers, Working effectively, safely & efficiently in an office environment

#### Certificate III in Business
- **BSB30115**
  - **Jobs:** Office Assistant, Clerical Officer, Customer Service Officer, Data Entry Operator
  - **Direction:** Managing risk, budgets, financial and operational plans, Recruitment, selection and onboarding, Planning e-Marketing, Developing policies and procedures

#### Certificate IV in Business
- **BSB40115**
  - **Jobs:** Administrator, Project Officer, Business Owner, Program Consultant/Coordinator
  - **Direction:** Managing risk, budgets, financial and operational plans, Recruitment, selection and onboarding, Planning e-Marketing, Developing policies and procedures

#### Diploma in Business
- **BSB50215**
  - **Jobs:** Executive Officer, Administrator, Business Manager, Team Leader
  - **Direction:** Managing risk, budgets, financial and operational plans, Recruitment, selection and onboarding, Planning e-Marketing, Developing policies and procedures

#### Advanced Diploma in Business
- **BSB60215**
  - **Jobs:** Senior Administrator, Senior Executive, Business Manager, Team Leader
  - **Direction:** Managing risk, budgets, financial and operational plans, Recruitment, selection and onboarding, Planning e-Marketing, Developing policies and procedures

### Other Courses Available
- **Business Management:** Business Manager, Senior Administrator, Team Leader
- **HR Strategic Planning:** Human Resource Manager, HR Officer
- **Marketing Plan Development:** Marketing Officer, Marketing Coordinator
- **Financial Planning & Leadership:** Financial Planner, Financial Manager, Financial Coordinator
- **Developing Workplace Policy & Procedures:** Assistant General Manager, General Manager

### Study Time & Costs

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Class Time</th>
<th>Study Time</th>
<th>Location</th>
<th>Costs (If first qualification)</th>
<th>Costs (If subsequent qualification)</th>
<th>Costs (Traineeship)</th>
<th>Costs (Concession fee)</th>
<th>Costs (Full fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Support</td>
<td>Full-time: 1 semester (18 weeks)</td>
<td>Full-time: 18 hours per week</td>
<td>Depending on previous experience</td>
<td>Cessnock, Maitland, Newcastle, Online.</td>
<td>$880</td>
<td>$1,050</td>
<td>$870</td>
<td>$160</td>
<td>$3,620</td>
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<tr>
<td>Business Assistance</td>
<td>Full-time: 1 semester (18 weeks)</td>
<td>Full-time: 18 hours per week</td>
<td>Depending on previous experience</td>
<td>Randwick, St George, Ultimo, Online.</td>
<td>$1,320</td>
<td>$1,580</td>
<td>$1,000</td>
<td>$240</td>
<td>$5,780</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Full-time: 1 semester (18 months)</td>
<td>Full-time: 20 hours per week</td>
<td>Depending on previous experience</td>
<td>Ultimo, Newcastle, St George, Online.</td>
<td>$1,580</td>
<td>$1,850</td>
<td>$1,000</td>
<td>$240</td>
<td>$5,650</td>
</tr>
<tr>
<td>Business Management</td>
<td>Full-time: 1 semester (18 months)</td>
<td>Full-time: 20 hours per week</td>
<td>Depending on previous experience</td>
<td>Ultimo, Newcastle, St George, Online.</td>
<td>$2,530</td>
<td>$2,850</td>
<td>$1,000</td>
<td>$240</td>
<td>$6,260</td>
</tr>
<tr>
<td>Business Leadership</td>
<td>Full-time: 1 semester (18 months)</td>
<td>Full-time: 20 hours per week</td>
<td>Depending on previous experience</td>
<td>Ultimo, Newcastle, St George, Online.</td>
<td>$5,171</td>
<td>Full fee</td>
<td>Full fee</td>
<td>Full fee</td>
<td>Full fee</td>
</tr>
</tbody>
</table>
### Certificate II in Business
- **BSB20115**
- To work in a business environment
- To learn how to have basic business conversations
- To start using computers for work
- To be able to do basic administration tasks with supervision
- To pay attention to detail
- To follow instructions to complete a task
- To do basic admin tasks including answering a phone and opening mail
- To turn on a computer and type on a keyboard
- Completed Year 10 (ROSA) or equivalent (recommended)
- Access to a computer with reliable internet connection (recommended)

### Certificate III in Business
- **BSB30115**
- To be able to work for a small or medium business in an entry level position
- To learn how to contribute to business conversations
- To develop broad computing and office skills
- To be able to participate in team work with minimal guidance
- Work under direct supervision to develop my skills
- Communicate with a wide range of people to add value to a business
- Manage a diary and schedule events
- Use a computer for functions like creating a document or spreadsheet, saving a file and sending emails
- Use basic features of Microsoft Office such as formatting documents using templates, tables, spreadsheets and presentations
- Completed Year 10 (ROSA) or equivalent (recommended)
- Access to a computer with reliable internet connection (recommended)

### Certificate IV in Business
- **BSB40215**
- To work in an organisation to develop my career in supervisory roles
- To develop my operational skills so I can lead projects effectively
- To be able to work for a small or medium business in an entry level position
- To participate in team work with minimal guidance
- Work effectively with others to achieve team goals
- Communicate effectively in writing & verbally to contribute to business goals
- Organise myself to complete work tasks
- Use basic features of Microsoft Office such as formatting documents using templates, tables, spreadsheets and presentations
- Completed Year 12 (HSC) or equivalent (recommended)
- Access to a computer with reliable internet connection (recommended)

### Diploma in Business
- **BSB50215**
- To work in a supervisory or management role and to lead a team
- To use a computer and administrative software so I can be an effective contributor in a business environment
- To develop my operational skills so I can lead projects effectively
- To undertake further studies in a business-related area in order to develop my career
- Work effectively with others to provide guidance and achieve organisational goals
- Communicate at an advanced level to effectively lead a team
- Prioritise work to support team planning
- Use advanced features of Microsoft Office professionally to meet business needs e.g. spreadsheets, reports and presentations
- A Diploma (or AQF Level 5 qualification) in a related area (recommended)
- Completed Year 10 (ROSA) or equivalent (recommended)
- Access to a computer with reliable internet connection (recommended)

### Advanced Diploma in Business
- **BSB60215**
- To work in a supervisory or management role and to lead a team
- To use a computer and administrative software so I can be an effective contributor in a business environment
- To develop my operational skills so I can lead projects effectively
- To undertake further studies in a business-related area in order to develop my career
- To be well-versed in business functionality and business operations in order to be an effective manager
- To potentially undertake further studies (including an Advanced Diploma or Bachelor of Business) in order to develop my career
- Work effectively with others to provide guidance and achieve organisational goals
- Communicate with a wide range of people to effectively lead a team
- Prioritise competing deadlines to support team planning
- Use advanced features of Microsoft Office professionally to meet business needs e.g. spreadsheets, reports and presentations
- Substantial work experience at a supervisory level (recommended)
- Experience working in a business (recommended)
- Access to a computer with reliable internet connection (recommended)
- Completed Year 12 (HSC) or equivalent (recommended)
- Access to a computer with reliable internet connection (recommended)

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**I WANT...**

**I CAN...**

**I HAVE...**

**I WILL...**

**I CHOOSE...**

**BECAUSE:**

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If you have any feedback about this TRIAL document please contact CXteam@tafensw.edu.au