

COURSE CODE

BSB30415

COURSE

Certificate III in Business Administration

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate III in Business Administration

National Course Code: BSB30415 | TAFE NSW Code: BSB30415-01V02-19C00-014

Qualification Level	Certificate III
Study Type	Part Time Day
Course Start Date	Anytime
Hours Per Week	3
Duration	36 Weeks
Delivery Locations	Coomedalla Campus
Course Fees	<p>Subsidised Prices First Qualification: \$1,320.00 Second Qualification: \$1,580.00 Traineeship: \$1,000.00 Concession: \$240.00</p> <p>Non-subsidised Prices Full Fee: \$5,710.00</p>
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

Course Description

This qualification applies to a range of administrative roles in varied contexts.

Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Fee Details

Depending on your previous qualifications and experience your fee may decrease from the maximum shown.

Payment by instalment may also be available. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

Units

BSBADM307	Organise schedules
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BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBITU307	Develop keyboarding speed and accuracy
BSBITU309	Produce desktop published documents
BSBWHS201	Contribute to health and safety of self and others
BSBWOR204	Use business technology
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents

Entry Requirements

There are no entry requirements for this qualification.

Information Sessions and more about the course

You are also required to do additional work outside of the classroom sessions. There will be a weekly three hour classroom session delivered at the Coomealla Campus for 36 weeks. The bulk of the course must be completed via self-directed study in your own time where you will be able to connect with your teacher via email and phone.

Attendance

This course will be conducted at the TAFE Coomealla Campus or off campus or off campus providing the student has an internet connection and a suitable device to connect and access the classroom.

How to Enrol

Please contact the TAFE West Region Hotline 131601

Career Opportunities

Accounts Officer
Administration Officer
Administrative Assistant
Bookkeeper
Clerical Officer
Credits>Returns Officer
Data Entry Operator

Receptionist
Office Administration Assistant
Secretary