

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: BSB30415-01V03-19ARM-008

Qualification Level	Certificate III
Study Type	Blended
Course Start Date	Anytime
Hours Per Week	10
Duration	36 Weeks
Delivery Locations	Armidale Campus
Course Fees	Subsidised Prices First Qualification: \$1,320.00 Second Qualification: \$1,580.00 Traineeship: \$1,000.00 Concession: \$240.00 Non-subsidised Prices Full Fee: \$5,710.00
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
-----------	--------------------

BSBADM311	Maintain business resources
BSBCMM301	Process customer complaints
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBIND201	Work effectively in a business environment
BSBITU212	Create and use spreadsheets
BSBITU306	Design and produce business documents
BSBITU307	Develop keyboarding speed and accuracy
BSBITU309	Produce desktop published documents
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
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

Blended learning is perfect for those who are currently working or needing to study by distance. In addition to being able to study at home using our online resources, you will also have the opportunity to attend classes at TAFE to take advantage of teacher support. You will be required to complete approximately 15 hours of study per week to meet required timeframes. To complete this course within the given timeframes all learners will be required to work through a pre-planned schedule. Flexible learning is ideal for those with employment.

How to Enrol

Please contact the TAFE West Region Hotline on 131601.

Career Opportunities

Accounts Officer
Administration Officer
Administrative Assistant

Bookkeeper
Clerical Officer
Credits>Returns Officer
Data Entry Operator
Receptionist
Office Administration Assistant
Secretary