

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: BSB30415-01V03-19CWR-041

Qualification Level	Certificate III
Study Type	Blended
Course Start Date	Anytime
Hours Per Week	2
Duration	52 Weeks
Delivery Locations	Cowra College
Course Fees	<b>Subsidised Prices</b> First Qualification: \$1,320.00 Second Qualification: \$1,580.00 Traineeship: \$1,000.00 Concession: \$240.00 <b>Non-subsidised Prices</b> Full Fee: \$5,840.00
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
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BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBITU211	Produce digital text documents
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
BSBWRT301	Write simple documents

## Entry Requirements

There are no entry requirements for this qualification.

## Information Sessions and more about the course

This course is designed to help learners to further develop their administrative skills in an office environment. It is an ideal course for job seekers, independent learners, employers for staff training and career changers to assist them in gaining a qualification to apply for positions in the fields of office administration.

Once learners have successfully completed this course they will be entitled to a Nationally recognised qualification in BSB30415 - Certificate III in Business Administration. Units of competence in this qualification will give them the skills for:

- Using word processing packages, spreadsheets or databases to produce written correspondence and reports
- Providing office administration services
- Developing practical responses to common breakdowns in workplace systems and procedures
- Rectifying discrepancies or errors in documentation and transactions
- Allocating resources to workplace tasks and requirements
- Collecting, analysing and organising workplace data
- Identifying risk factors and taking action to minimise risk
- Organising meeting schedules for clients and colleagues and negotiating alternative arrangements

Learners will then be able to articulate to Certificate IV in Business Administration or Diploma in Business Administration.

For successful completion of this course you will need:

- USB
- folder
- notepad
- pen

TAFE West conditions of entry to this course are the ability to work independently.

## Attendance

Part time course. Expectations are students will complete study outside of these hours and adhere to the training plan which sets out start and completion dates of course and units. 1 evening per week (Monday). Hours - 6pm to 8pm.

## 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