

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: BSB30415-01V03-19LVP-384

Qualification Level	Certificate III
Study Type	Full Time
Course Start Date	22 Jul 2019
Hours Per Week	18
Duration	1 Semester
Delivery Locations	Miller
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.

A fee applies for most TAFE NSW courses and must be paid when you enrol. The amount you pay depends on the type of course you study, and on your personal circumstances. An initial payment of \$80 is required to confirm your enrolment into this course. If you do not wish to continue with your enrolment, you must formally advise Customer Service of your withdrawal. If you do not withdraw prior to

the commencement date of the course, this initial payment is non-refundable. Please contact us on 13 79 74 for further information.

Please click on the Smart and Skilled link

[http://www.training.nsw.gov.au/smartandskilled/prices\\_fees.html](http://www.training.nsw.gov.au/smartandskilled/prices_fees.html) to work out what you will pay for this course based on your personal circumstances. Depending on your personal circumstances, you may be eligible for a fee discount or fee exemption.

## Units

BSBFIA302	Process payroll
BSBADM307	Organise schedules
BSBFIA303	Process accounts payable and receivable
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBITU314	Design and produce spreadsheets
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBADM311	Maintain business resources
BSBWRT301	Write simple documents
BSBIND201	Work effectively in a business environment

## Entry Requirements

There are no entry requirements for this qualification.

## Attendance

Proposed attendance: Classes will be 9:30am to 4:00pm Monday, Tuesday and Wednesday, 18 hours per week for 18 weeks. You will be expected to complete approximately 15 hours per week outside of the classroom.

## How to Enrol

To proceed with your application and to determine your eligibility and course fee, select the Enrol Now button below. Alternatively, go to TAFE NSW Liverpool or contact us on 13 79 74. For more information about Smart and Skilled courses, student fees and eligibility please go to:  
<https://smartandskilled.nsw.gov.au/for-students>.

The Commonwealth requires all VET students to have a Unique Student Identifier (USI), and access to government subsidised courses depends on this. Information regarding USI and instructions on how to

get your USI are available here [www.usi.gov.au](http://www.usi.gov.au). When you have it, keep it with your other personal details so you will have it at enrolment.

## Career Opportunities

Accounts Officer

Administration Officer

Administrative Assistant

Bookkeeper

Clerical Officer

Credits>Returns Officer

Data Entry Operator

Receptionist

Office Administration Assistant

Secretary