

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: BSB30415-01V03-19MRY-051

Qualification Level	Certificate III
Study Type	Full Time
Course Start Date	24 Jul 2019
Hours Per Week	15
Duration	1 Semester
Delivery Locations	Moruya 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: \$5,840.00
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.

Entry Requirements

There are no entry requirements for this qualification.

Information Sessions and more about the course

Information sessions will be held on Wednesday 26 June 2019 between 2.00pm and 6.00pm TAFE NSW Moruya.

Students will be expected to spend approximately 10 hours per week outside the classroom on directed

activities and self-directed learning, engaging in a range of activities to support the supervised learning, eg independent study, research, preparation of assessment tasks, learning support, online learning.

Entry requirements: students have technology skills to access and navigate the internet and be able to create, open and save electronic files.

You need to complete 13 units, BSBWHS201 and BSBITU307 and 11 electives which have been pre-selected after consultation with industry to ascertain the skills and knowledge required for the job role.

Students should bring a USB Thumb drive, writing paper, pens, folder and headset with microphone to their first lesson.

The expectation is that by enrolling in this qualification you commit to the time frame in which the qualification is being delivered. The proposed study schedule will be discussed and an individual training plan will be established. Should you fall behind your agreed schedule you will be required to complete additional work and learning outside scheduled class time.

Attendance

Class commences Wednesday 24 July 2019. Attendance is Wednesday, Thursday and Friday 9.30am to 3.00pm in block A, room AF.14 for 18 weeks during semester at TAFE NSW Moruya, plus approximately 10 hours per week outside the classroom.

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.

This training is subsidised by the NSW Government, and as a result your fee is determined through Training Services NSW formal eligibility criteria. This criteria will determine your exact fee. Students who meet additional specified criteria, may be eligible for a concession fee or a fee exemption. In claiming the concession or exemption students will be required to supply the required evidence to support the claim in accord with the requirements of Smart and Skilled eligibility.

Payment Plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

To activate your eligibility you must pay the student fee component PRIOR to commencement of the learning activity.

How to Enrol

Congratulations on deciding to enrol with TAFE NSW!

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it.

The following steps will set you up to study with us:

Choose your course and where you want to study

Assess your eligibility

Obtain your Unique Student Identifier (USI)

If you have any queries, one of our friendly Customer Service Consultants would be happy to assist you. Call 131 601 or send us an enquiry. We can help talk you through all your options.

Units

BSBADM307	Organise schedules
BSBADM311	Maintain business resources
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBIND201	Work effectively in a business environment
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
BSBWRT301	Write simple documents

Career Opportunities

Accounts Officer

Administration Officer

Administrative Assistant

Bookkeeper

Clerical Officer

Credits>Returns Officer

Data Entry Operator

Receptionist

Office Administration Assistant

Secretary