

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: BSB30415-01V03-19TAM-019

Qualification Level	Certificate III
Study Type	Part Time Day
Course Start Date	22 Jul 2019
Hours Per Week	13
Duration	18 Weeks
Delivery Locations	Tamworth Campus
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$1,320.00            Second Qualification: \$1,580.00            Traineeship: \$1,000.00            Concession: \$240.00</p> <p><b>Non-subsidised Prices</b>            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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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

## Entry Requirements

There are no entry requirements for this qualification.

## Information Sessions and more about the course

Attend an information session with the teaching staff, discuss the course and get more information about enrolment and next steps.

Date: 27 June 2019

Time: 5:00pm to 5:30pm

Location: Tamworth TAFE Campus, Room TG.21

Teacher: Jodie Moes

Enjoy the full support and routine of working in a classroom environment with a teacher present to assist and guide you every lesson. To complete this course within the given timeframe students will be required to attend classes and complete all assessments on scheduled dates.

## Attendance

Classes will be held Mondays and Tuesdays from 9.00am until 3.00pm with additional support available from 3.00pm until 5.00pm on Mondays.

## 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