

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: BSB30415-01V03-20MBK-002

Qualification Level	Certificate III
Study Type	PT Evening
Course Start Date	03 Feb 2020
Hours Per Week	8
Duration	36 Weeks
Delivery Locations	Meadowbank
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$1,320.00            Second Qualification: \$1,580.00            Traineeship: \$1,000.00            You may be eligible for the NSW Smart &amp; Skilled <b>Fee Free</b> Traineeship which will be verified at enrolment.            Concession: \$240.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$5,840.00</p>
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

## Course Description

Great administration, personal and executive assistants are highly sought after in nearly every industry. The nationally accredited Certificate III in Business Administration will give you the professional office administration skills to help keep teams organised and business operations running smoothly.

### LEARN NEW SKILLS

Through theoretical and practical course work, you will learn:

- A broad range of administrative skills
- To touch type
- To use Business Enterprise software such as Microsoft Office
- To create and use spreadsheets, prepare presentations and other business documents
- How to write business documents
- How to organise paper-based and electronic schedules
- How to offer outstanding customer service
- Strategies to support your team
- The fundamentals of health and safety in the workplace

### DEVELOP YOUR TALENT

Develop the qualities and skills you need to get ahead in this field:

- A keen eye for detail

- The ability to work as a part of team
- Confidence to communicate with peers, management and senior leadership
- The know-how to relate to customers in a professional manner

### **ACHIEVE YOUR GOALS**

Successfully complete this course and you will gain a Certificate III qualification that:

- Prepares you for entry level administrative support roles in a variety of industries
- Sets you up for achieving your next qualification

### **GROW YOUR CAREER**

Continue your ambition in administration and business with further study:

- BSB40515 Certificate IV in Business Administration
- BSB50415 Diploma of Business Administration
- BSB40215 Certificate IV in Business
- BSB50215 Diploma of Business

### **INDUSTRY DEMAND**

There is high demand for administrative assistants in nearly every industry.

The projected employment growth in Australia for administrative and support services is 6.6% (Australian Government, Department of Jobs and Small Business).

## **Entry Requirements**

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

### **TRAINING PACKAGE REQUIREMENTS**

There are no Training Package entry requirements for this qualification.

### **TAFE NSW REQUIREMENTS**

There are no TAFE NSW entry requirements for this qualification.

### **LICENSING REQUIREMENTS**

No licensing, legislative or certification requirements apply to this qualification.

### **BE PREPARED**

To be prepared for this course, it is recommended that you have:

- Basic experience with computer software programs, like Microsoft Word
- Typing skills

If you need support in preparation for study, contact us to learn more about the options available. You may also consider the BSB20115 - Certificate II in Business which will give you the skills you need to complete the Certificate III.

## **Information Sessions and more about the course**

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to

get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601.

## **INFORMATION SESSIONS**

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date: Thursday, 5 December 2019

Time: 11:30am to 12:30pm OR 6:00pm to 7:30pm

Date: Thursday, 12 December 2019

Time: 11:30am to 12:30pm OR 6:00pm to 7:30pm

Date: Thursday, 23 January 2020

Time: 11:30am to 12:30pm OR 6:00pm to 7:30pm

Date: Thursday, 30 January 2020

Time: 11:30am to 12:30pm OR 6:00pm to 7:30pm

Location for all information sessions: Meadowbank Campus, Building J, Level 2, Room 2.23.

## **STUDY COMMITMENT**

This is a part time, face to face course. You will need to attend approximately 8 hours of class, over 2 days a week, for 36 weeks. As well as the in-class component, you will need to complete approximately 8 hours of other study per week. Students will be offered the opportunity to attend three Saturday workshops, from 9:30am to 4:00pm.

You may also be required to complete approximately 2 hours of additional study each week outside of class hours, including independent study, research, practice and assignments.

## **IS THIS COURSE RIGHT FOR YOU?**

This course is designed for people who are seeking the skills and knowledge to be employed performing business administration tasks across a wide variety of industries. The role includes responsibility for creating documents to a usable business standard. This course is designed for people who require an entry-level qualification which will provide them a broad range skills that can be applied in a business context across different industry sectors and teams. It will prepare students for the following types of jobs: customer service operator, data entry operator, reception staff, administration officer, support officer, administration assistant, accounts administrator, office administrators and clerical officer.

## **SERVICES AND STUDY SUPPORT**

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

## **Attendance**

This course is currently scheduled on Monday and Tuesday from 6:00pm to 9:00pm. There are also three Saturday workshops. This timetable may change and will be confirmed by your teacher.

## Fee Details

### SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

### ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

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- Students will be required to spend up to \$150 for additional resources such as textbooks, USB stick and stationery items.
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### READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

### RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

### Incidental Cost

- Student Association - \$20.00

## How to Enrol

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification, location and study type for you. Enrol and pay online via our secure payment gateway to secure your place. As you progress through the enrolment process you will be prompted to provide additional information.

For further information or assistance, call 131 601.

Find out more about [Applying and Enrolling](#)

# Units

BSBWHS201	Contribute to health and safety of self and others
BSBITU307	Develop keyboarding speed and accuracy
BSBITU212	Create and use spreadsheets
BSBITU312	Create electronic presentations
BSBCUS301	Deliver and monitor a service to customers
BSBITU306	Design and produce business documents
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBADM307	Organise schedules
BSBITU309	Produce desktop published documents
BSBITU211	Produce digital text documents
BSBWOR204	Use business technology
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