



TAFE NSW

CERTIFICATE III IN BUSINESS (ADMINISTRATION)

COURSE CODE:

BSB30120

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.

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COURSE CODE

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QUALIFICATION

Certificate III in Business (Administration)

TRAINING PACKAGE ENTRY REQUIREMENTS:**ENTRY REQUIREMENTS**

There are no entry requirements for this qualification. You can enrol now.

Traineeship

TAFE NSW also offers the Certificate III in Business (Administration) as a traineeship. To be eligible to enrol as a trainee you must:

- Be employed in the business services industry as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, we recommend that you have:

- Year 10 or equivalent level literacy, numeracy and digital skills
- Maths skills to do foundational mathematical calculations and interpret sequential numerical information when dealing with fees and processing accounts
- A computer with internet access
- Some experience using computer software like the Microsoft Office suite
- Confidence using the internet and creating, opening and saving electronic files
- Comfort working independently

If you need help preparing for study, contact us about your options.

TAFE NSW may ask you to complete a Language, Literacy and Numeracy (LLN) skills test.

This skills test helps us to understand your individual study needs, to design an individualised plan that [supports your study success](#) and ensures your LLN skills match the demands of the course.

NATIONALLY RECOGNISED
TRAINING

- **Traineeship Allowed**
- **On campus, Combination, Virtual classroom on campus, Virtual classroom off campus**
- **Full Time, Part Time, Variable**

CAREER OPPORTUNITIES

Clerical Officer
Customer Service Officer
Data Entry Operator
Information Officer
Payroll Officer
Word Processing Operator

OVERVIEW

The nationally recognised Certificate III in Business (Administration) preps you to support the finance functions of any business as a finance clerk and more. Turn your passion for numbers into valuable finance administration skills.

LEARN NEW SKILLS

Through a mix of theory and practical coursework, learn to:

- Process financial transactions and payroll
- Maintain financial records
- Handle receipts and despatch of information
- Manage personal work tasks and priorities

- Design and manage business documents with Microsoft Office Suite
- Work in a team and communicate with colleagues

DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- Excellent communication skills with a wide range of people
- Attention to detail
- Strong time management and task-prioritisation

ACHIEVE YOUR GOALS

Completing this course provides you with:

- A nationally recognised qualification at Certificate III level
- Finance and payroll knowledge for a range of industries
- A strong pathway to continue your studies and move towards the Bachelor of Business with TAFE NSW Degrees

Career opportunities:

- Finance clerk
- Administrative assistant
- General clerk

GROW YOUR CAREER

Take your career further with the:

- Certificate IV in Accounting and Bookkeeping
- Certificate IV in Business
- Diploma of Business
- Bachelor of Business with TAFE NSW Degrees

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Any Location (Mon, Tue & Wed evening classes)	Part Time, Virtual classroom off campus	18 Jul 2022	36 weeks	\$1,580.00	8
Any Location (Tue, Wed day classes, and Thu Morning classes)	Full Time, Virtual classroom off campus	Anytime	18 weeks	\$1,580.00	16
Any Location (Wed and Thu evening classes)	Part Time, Virtual classroom off campus	20 Jul 2022	36 weeks	\$1,580.00	6
Armidale	Part Time, Combination	Anytime	36 weeks	\$1,580.00	10

Bankstown	Full Time, Combination	19 Jul 2022	18 weeks	\$1,580.00	20
Bathurst	Full Time, On campus	01 Aug 2022	18 weeks	\$1,580.00	20
Bathurst	Variable, Combination	Anytime	36 weeks	\$1,580.00	10
Belmont	Full Time, Combination	19 Jul 2022	18 weeks	\$1,580.00	16
Boggabilla	Part Time, Combination	Anytime	36 weeks	\$1,580.00	10
Campbelltown	Part Time, Combination	18 Jul 2022	36 weeks	\$1,580.00	6
Cessnock	Full Time, Combination	19 Jul 2022	18 weeks	\$1,580.00	16
Condobolin	Variable, Combination	Anytime	36 weeks	\$1,580.00	10
Cowra	Full Time, On campus	01 Aug 2022	18 weeks	\$1,580.00	20
Cowra	Variable, Combination	Anytime	36 weeks	\$1,580.00	10
Forbes	Variable, Combination	Anytime	36 weeks	\$1,580.00	10
Glen Innes Connected Learning Centre	Part Time, Combination	Anytime	36 weeks	\$1,580.00	10
Glendale	Full Time, On campus	19 Jul 2022	18 weeks	\$1,580.00	16
Grenfell Connected Learning Centre	Variable, Combination	Anytime	36 weeks	\$1,580.00	10
GyMEA	Full Time, On campus	18 Jul 2022	18 weeks	\$1,580.00	21
GyMEA	Part Time, Combination	19 Jul 2022	36 weeks	\$1,580.00	10
Hornsby	Full Time, Combination	20 Jul 2022	17 weeks	\$1,580.00	20
Hornsby	Part Time, Combination	19 Jul 2022	36 weeks	\$1,580.00	10
Hornsby (focused on Administration)	Part Time, Combination	20 Jul 2022	36 weeks	\$1,580.00	10
Inverell	Part Time, Combination	Anytime	36 weeks	\$1,580.00	10
Kempsey	Full Time, Combination	18 Jul 2022	18 weeks	\$1,580.00	16

Lake Cargelligo	Variable, Combination	Anytime	36 weeks	\$1,580.00	10
Lithgow	Variable, Combination	Anytime	36 weeks	\$1,580.00	10
Liverpool	Full Time, Combination	12 May 2022	18 weeks	\$1,580.00	18
Liverpool	Part Time, Combination	18 Jul 2022	36 weeks	\$1,580.00	9
Maitland	Full Time, Combination	19 Jul 2022	18 weeks	\$1,580.00	16
Meadowbank	Full Time, Combination	20 Jul 2022	17 weeks	\$1,580.00	20
Meadowbank	Part Time, Combination	19 Jul 2022	36 weeks	\$1,580.00	10
Meadowbank (focused on Administration)	Part Time, Combination	20 Jul 2022	36 weeks	\$1,580.00	10
Moree	Part Time, Combination	Anytime	36 weeks	\$1,580.00	10
Murwillumbah Connected Learning Centre	Full Time, Virtual classroom on campus	18 Jul 2022	18 weeks	\$1,580.00	16
Murwillumbah Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,580.00	8
Muswellbrook	Full Time, Combination	19 Jul 2022	18 weeks	\$1,580.00	16
Nambucca Heads Connected Learning Centre	Full Time, Virtual classroom on campus	18 Jul 2022	18 weeks	\$1,580.00	16
Nambucca Heads Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,580.00	8
Narrabri	Part Time, Combination	Anytime	36 weeks	\$1,580.00	10
Newcastle	Full Time, Combination	19 Jul 2022	18 weeks	\$1,580.00	16
Northern Beaches	Full Time, Combination	20 Jul 2022	17 weeks	\$1,580.00	20
Northern Beaches	Part Time,	19 Jul 2022	36 weeks	\$1,580.00	10

	Combination				
Northern Beaches (focused on Administration)	Part Time, Combination	20 Jul 2022	36 weeks	\$1,580.00	10
Orange, March Street	Full Time, Combination	01 Aug 2022	18 weeks	\$1,580.00	20
Orange, March Street	Variable, Combination	Anytime	36 weeks	\$1,580.00	10
Parkes	Full Time, On campus	18 Jul 2022	18 weeks	\$1,580.00	20
Parkes	Variable, Combination	Anytime	36 weeks	\$1,580.00	10
Port Macquarie	Full Time, Combination	18 Jul 2022	18 weeks	\$1,580.00	16
Randwick	Part Time, Combination	19 Jul 2022	36 weeks	\$1,580.00	10
Scone Connected Learning Centre	Full Time, Combination	19 Jul 2022	18 weeks	\$1,580.00	16
Scone Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,580.00	8
Singleton Connected Learning Centre	Full Time, Combination	19 Jul 2022	18 weeks	\$1,580.00	16
Singleton Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,580.00	8
St George	Full Time, On campus	18 Jul 2022	18 weeks	\$1,580.00	21
St George	Part Time, Combination	19 Jul 2022	36 weeks	\$1,580.00	10
St George	Part Time, On campus	18 Jul 2022	36 weeks	\$1,580.00	14
St Leonards	Full Time, Combination	20 Jul 2022	17 weeks	\$1,580.00	20
St Leonards	Part Time, Combination	19 Jul 2022	36 weeks	\$1,580.00	10
St. Leonards (focused on Administration)	Part Time, Combination	20 Jul 2022	36 weeks	\$1,580.00	10
Sutherland (Gymea)	Part Time, On campus	18 Jul 2022	36 weeks	\$1,580.00	14
Tenterfield	Part Time,	Anytime	36 weeks	\$1,580.00	10

(Connected Learning Centre)	Combination				
Tomaree Connected Learning Centre	Full Time, On campus	19 Jul 2022	18 weeks	\$1,580.00	16
Tomaree Connected Learning Centre	Full Time, Virtual classroom on campus	18 Jul 2022	18 weeks	\$1,580.00	16
Tomaree Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,580.00	8
Ultimo	Full Time, On campus	18 Jul 2022	18 weeks	\$1,580.00	20
Ultimo	Part Time, Combination	19 Jul 2022	36 weeks	\$1,580.00	10
Yamba	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,580.00	8
Yamba Connected Learning Centre	Full Time, Virtual classroom on campus	18 Jul 2022	18 weeks	\$1,580.00	16