



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.

ENROL TODAY
TAFENSW.EDU.AU
131 601

BE AMBITIOUS

COURSE CODE

BSB30120

QUALIFICATION

Certificate III in Business

CAREER AREA

Business and Management

TRAINING PACKAGE ENTRY REQUIREMENTS:

There are no Training Package entry requirements for this qualification.

It is assumed that you have literacy and numeracy skills at Certificate II level for success in this course. Contact your TAFE NSW campus if you have any questions about your suitability.



NATIONALLY RECOGNISED
TRAINING

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

CAREER

OPPORTUNITIES

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

OVERVIEW

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

This course has been packaged to achieve a specialisation in Medical Administration.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Hornsby (Medical Administration)	Full Time, Combination	19 Jul 2021	18 Weeks	\$1,580.00	27
Hornsby (Medical Administration)	Part Time, Virtual classroom on campus	03 Aug 2021	36 Weeks	\$1,580.00	10
Meadowbank (Medical Administration)	Part Time, Virtual classroom on campus	03 Aug 2021	36 Weeks	\$1,580.00	10
Northern Beaches (Medical Administration)	Part Time, Virtual classroom on campus	03 Aug 2021	36 Weeks	\$1,580.00	10
Randwick (Medical Administration)	Part Time, Virtual	03 Aug 2021	36 Weeks	\$1,580.00	10

	classroom on campus					
St George (Medical Administration)	Part Time, Virtual classroom on campus	03 Aug 2021	36 Weeks	\$1,580.00		10
St Leonards (Medical Administration)	Part Time, Virtual classroom on campus	03 Aug 2021	36 Weeks	\$1,580.00		10
Sutherland, Gymea (Medical Administration)	Part Time, Virtual classroom on campus	03 Aug 2021	36 Weeks	\$1,580.00		10
Ultimo (Medical Administration)	Part Time, Virtual classroom on campus	03 Aug 2021	36 Weeks	\$1,580.00		10