

# CERTIFICATE III IN BUSINESS ADMINISTRATION (MEDICAL)



COURSE CODE:

**BSB31115**

## 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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**TAFENSW.EDU.AU**  
**131 601**

**BE AMBITIOUS**

## COURSE CODE

BSB31115

## QUALIFICATION

Certificate III in Business Administration (Medical)

## CAREER AREA

Business and Management

## TRAINING PACKAGE ENTRY REQUIREMENTS:

### TRAINING PACKAGE REQUIREMENTS

TAFE NSW offers the Certificate III in Business Administration (Medical) as either a traineeship or non-traineeship, so you can create the career you want.

#### Non-traineeship

There are no entry requirements for non-trainees. You can enrol in this course now.

#### Traineeship

To be eligible for this course you must:

- Be in relevant employment 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, it is recommended that you have:

- Some experience with different computer software programs like Microsoft Word
- Typing skills
- Experience in an office environment
- A good understanding of workplace expectations and practices
- Communication and collaboration skills and a desire to develop these further

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



NATIONALLY RECOGNISED  
TRAINING

- Traineeship Allowed
- Blended, Full Time, Part Time, Part Time Day, Part Time Evening, FT Connected, PTE Connected

## OVERVIEW

Complete the nationally accredited Certificate III in Business Administration (Medical) to specialise your administration career as a medical Receptionist, clinic administrator, nursing administrator, medical records officer. Work in medical and allied health practices, private surgeries and hospitals.

## LEARN NEW SKILLS

Through theory and practical course work, you will build skills in:

- Working in a medical environment
- A medical software program called Pracsoft
- Managing competing priorities
- Creating spreadsheets and managing documents
- Touch typing and keyboard skills

- Supporting a team in an office environment

## DEVELOP YOUR TALENT

Develop the personal qualities that will help you get ahead in this field:

- Build your confidence in engaging with colleagues and patients
- Switch on your drive and self-motivation
- Work collaboratively and independently
- Develop your written and verbal communication style

## ACHIEVE YOUR GOALS

Completing this course will provide you with:

- A nationally recognised qualification at Certificate III level
- Skills that can be used in any industry
- A strong foundation to continue your studies

## Career opportunities:

- Medical Receptionist
- Clinic administrator
- Nursing administrator
- Medical Records Officer

## GROW YOUR CAREER

Take your studies further with:

- Certificate IV in Business Administration
- Diploma of Business Administration
- Certificate IV in Business
- Diploma of Business
- Diploma of Practice Management
- Bachelor of Business with TAFE NSW Degrees

## INDUSTRY DEMAND

Administrative assistants and support workers are employed in practically every industry, including schools, hospitals, government agencies, legal offices, digital and media agencies and more. This is a career choice with endless opportunities for employment and professional growth.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
TAFE Digital	Online	Anytime	1 Year	\$1,580.00	27
TAFE Digital (Traineeship)	Online	01 Jan 2021	1 Year	\$1,580.00	31
Albury	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	29
Albury	Part Time Day	Anytime	36 Weeks	\$1,580.00	15

Armidale	Blended	Anytime	36 Weeks	\$1,580.00	14.7
Bankstown	PT Evening	02 Feb 2021	36 Weeks	\$1,580.00	15
Bathurst	Full Time	08 Feb 2021	17 Weeks	\$1,580.00	27.3
Bega	Part Time Day	11 Feb 2021	36 Weeks	\$1,580.00	15
Belmont	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.3
Belmont	Part Time	02 Feb 2021	36 Weeks	\$1,580.00	14.6
Casino	PT Evening	Anytime	36 Weeks	\$1,580.00	14.6
Casino	Part Time Day	Anytime	36 Weeks	\$1,580.00	14.6
Cessnock	FT Connected	08 Feb 2021	18 Weeks	\$1,580.00	26.7
Coffs Harbour	Full Time	Anytime	18 Weeks	\$1,580.00	28
Corowa Connected Learning Centre	Part Time Day	Anytime	36 Weeks	\$1,580.00	15
Cowra	Full Time	15 Feb 2021	17 Weeks	\$1,580.00	27.3
Deniliquin Connected Learning Centre	Part Time Day	Anytime	36 Weeks	\$1,580.00	15
Finley	Part Time Day	Anytime	36 Weeks	\$1,580.00	15
Glendale	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	27.7
Glendale	PT Evening	02 Feb 2021	36 Weeks	\$1,580.00	13.6
Gosford	FT Connected	01 Feb 2021	18 Weeks	\$1,580.00	28.8
Grafton	PTE Connected	08 Feb 2021	36 Weeks	\$1,580.00	14.6
Great Lakes	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.3
Griffith	Part Time Day	Anytime	36 Weeks	\$1,580.00	14
Gynea	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	32
Gynea	Part Time Day	01 Feb 2021	36 Weeks	\$1,580.00	16
Hornsby	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	32
Hornsby	PTE Connected	02 Feb 2021	36 Weeks	\$1,580.00	16
Hornsby	PTE Connected	02 Feb 2021	36 Weeks	\$1,580.00	16
Kempsey	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	26.6
Kingscliff	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	26.7
Lismore	PT Evening	Anytime	36 Weeks	\$1,580.00	14.6

Lismore	Part Time Day	Anytime	36 Weeks	\$1,580.00	14.6
Lithgow	Full Time	15 Feb 2021	17 Weeks	\$1,580.00	27.3
Macksville	Full Time	Anytime	18 Weeks	\$1,580.00	28
Maitland	FT Connected	08 Feb 2021	18 Weeks	\$1,580.00	26.7
Moruya	Part Time Day	11 Feb 2021	36 Weeks	\$1,580.00	15
Moss Vale	Full Time	09 Feb 2021	18 Weeks	\$1,580.00	29
Mount Druitt	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	17
Murwillumbah	PTE Connected	08 Feb 2021	36 Weeks	\$1,580.00	14.6
Muswellbrook	FT Connected	08 Feb 2021	18 Weeks	\$1,580.00	26.7
Newcastle	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.3
Newcastle	PT Evening	01 Feb 2021	36 Weeks	\$1,580.00	14.6
Nowra	Full Time	09 Feb 2021	18 Weeks	\$1,580.00	29
Nowra	Part Time Day	11 Feb 2021	36 Weeks	\$1,580.00	15
Orange, March Street	Full Time	15 Feb 2021	17 Weeks	\$1,580.00	27.3
Parkes	Full Time	15 Feb 2021	17 Weeks	\$1,580.00	27.3
Port Macquarie	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	26.6
Randwick	PTE Connected	02 Feb 2021	36 Weeks	\$1,580.00	16
Shellharbour	Full Time	09 Feb 2021	18 Weeks	\$1,580.00	30
Singleton	FT Connected	08 Feb 2021	18 Weeks	\$1,580.00	26.7
St George	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	48
St George	PTE Connected	02 Feb 2021	36 Weeks	\$1,580.00	16
Taree	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.3
The Hills, Baulkham Hills	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	32
Ulladulla	Part Time Day	11 Feb 2021	36 Weeks	\$1,580.00	15
Ultimo	PT Evening	02 Feb 2021	36 Weeks	\$1,580.00	15
Wagga Wagga	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	30
West Wyalong Connected Learning Centre	Part Time Day	Anytime	36 Weeks	\$1,580.00	15

Western NSW multiple locations: Connected	Blended	Anytime	36 Weeks	\$1,580.00	13.7
Wollongong	Full Time	09 Feb 2021	36 Weeks	\$1,580.00	30
Wyong	FT Connected	01 Feb 2021	18 Weeks	\$1,580.00	28.8
Yamba	PTE Connected	08 Feb 2021	36 Weeks	\$1,580.00	14.6