

Granville College



Certificate III in Business Administration Online

Course No: 17807

Training Package: BSB07 – Business Services

National Code: BSB30407

Vocational Area: Business Arts and InfoTech

About the course

This course is suitable for all ages from school leavers to mature-aged learners and trainees. It develops competence in exercising initiative in a business environment, organising workplace information, producing business documents, maintaining financial records, delivering and monitoring a service to customers, participating in occupational health and safety processes, producing texts from notes, producing texts from audio transcription, designing and developing business documents, creating electronic presentations and organising schedules.

Career Opportunities:

Job titles relevant to this qualification include: Accounts Payable Clerk, Accounts Receivable Clerk; Clerk, Data Entry Operator; Receptionist; Junior Personal Assistant; Office Administration Assistant; Office Administrator and Word Processing Operator.

Recognition of prior Learning:

To get the credit towards part or your entire course, tell us about the experience you have. For more information please contact the teaching section offering your course.

Articulation:

When you finish this course you can apply to do Certificate IV in Business Administration (17808) or a range of other Certificate IV qualifications. In addition, depending on units/electives completed in this course, you may be eligible for advanced standing in other courses and other Training Package qualifications.

Entry requirements:

Preferred pathways into this qualification include: evidence of competency in the majority of units required for Certificate II in Business or other relevant qualification/s or equivalent.

Attendance pattern/duration:

Online Delivery – approximately 12 hpw x 18 weeks

TAFE NSW Fee:

The **2009** TAFE NSW Fee is \$335 (per semester).

Student Learning Materials Contribution is \$50 (per semester). Learning material contributions are collected for the direct benefit of students through the provision of consumable learning materials to support the completion of their educational programs. If you choose not to pay this contribution you may need to arrange alternative access to the resources in order to participate fully in the learning outcomes necessary for course completion

If you currently receive a Commonwealth benefit or allowance you may be eligible to pay a concession fee of \$50, rather than the full TAFE NSW. Please contact your local college for further information.

Cash payments not accepted – Accepted methods of payment are EFTPOS, Credit Cards (Visa & MasterCard), Personal or Bank Cheque or Money Order made out to 'TAFE NSW'.

Enrolment Information

Please contact Granville Business Administration on 9682 0488, 9682 0263 or 9683 0382 for enrolments in 2009

For guidelines and support regarding your enrolment go to <http://www.swsi.tafensw.edu.au/studentervices/index.asp>
Classes commence the week of Monday 9th February, 2009

Certificate III in Business Administration Course No: 17807

For a full list of modules/units please enquire at
<http://www.tafensw.edu.au/howex/simpleSearch.do> by course

Not all modules/units are offered at this campus. For information regarding the modules/units contact the campus of your choice

The training Package AQF qualification requires a certain number of electives for course completion. Additional electives may be offered to improve educational outcomes.

For further information:

About this course – Contact the section on (02) 9682 0488,
(02) 9682 0263 or (02) 9682 0382

Support Services:

The College provides counselling and careers support, that you can use to develop your career plans and that may increase your chances of success in this course. Other support services include: childcare, disabilities services, Learning Support Centre, library and student association.

COMPETENCIES OFFERED ONLINE

Competency No: Competency Name

BSBITU307A	Develop Keyboarding Speed and Accuracy
ICPMM263A	Access & Use the Internet
BSBOHS201A	Participate in OHS Processes
BSBADM307B	Organise Schedules
BSBITU302A	Create Electronic Presentations
BSBITU304A	Produce Spreadsheets
BSBITU309A	Produce Desktop Published Documents
BSBITU303A	Design and Produce Text Documents
BSBFIA302A	Process Payroll
BSBWRT301A	Write Simple Documents
BSBITU203A	Communicate Electronically
BSBCUS301A	Deliver and Monitor a Service to Customers
BSBWOR204A	Use Business Technology