Business Administration  
TAFE Illawarra – Wollongong Campus

Certificate II in Business - TVET  
National Code: BSB20112   TAFE Course Number: 11733  
Attendance: Thurs (1.30 pm to 5.30 pm) over three terms.

This course provides school students with opportunities to develop relevant technical, vocational and communication competencies suitable for employment and further training in the business services industry. This course is only available for enrolment by HSC TVET students.

Certificate II in Business  
National Code: BSB20112   TAFE Course Number: 11733  
Attendance: Mon, (8.30 am to 3.00 pm), Thurs (8.30 am to 12.30 pm) or Tues./Wed eve (6.00 pm to 9.00 pm) over 18 weeks

This course will allow you to perform a range of administrative tasks needed to work in various business sectors. You will learn about a range of business equipment, procedures and technology using MS Office as well as dealing with customers and clients. This course is suitable for people who wish to be employed as an Administration Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior or Receptionist.

Certificate III in Business Administration  
National Code: BSB30412   TAFE Course Number: 11735  
Attendance: Tue, Wed, (8.30 am to 3.00 pm) and Thurs (8.30 am to 12.30 pm) over 18 weeks or Mon, Wed, (8.30 am to 3.00 pm) and Thurs (8.30 am to 12.30 pm) over 18 weeks or Tues/Wed eve (6.00 pm to 9.00 pm) over 36 weeks

This course will allow you to develop knowledge and skills to pursue employment and/or further training in a range of business areas. You will develop skills in the Microsoft suite of applications (Word, Excel, Access, Publisher and Outlook) along with practical skills to suit administrative roles in the workplace.

Certificate III in Business Administration (Medical)  
National Code: BSB31112   TAFE Course Number: 11739  
Attendance: Tues/Wed (8.30 am to 3.00 pm), or Mon//Fri (8.30 am to 3.00 pm) over 18 weeks

This course is for people who need to develop and apply a broad range of competencies to work in a medical environment. You will develop knowledge of medical terminology, organising workplace information, maintaining medical accounts and records and delivering quality customer service.

Certificate III in Business Administration (Education)  
National Code: BSB30912   TAFE Course Number: 11737  
Attendance: Mon (8.30 am to 3.00 pm) over 18 weeks

This course will provide skills to work in an administrative role in an education or school support work environment. If you would like to work as an Educational Program Support Worker, School Support Officer, Student Recruitment and Admissions Assistant then this course is for you.

Date Published: 29/05/2014

www.illawarra.tafensw.edu.au
Certificate IV in Business Administration
National Code: BSB40507 TAFE Course Number: 17808
Attendance: Wed/Fri (8.30 am to 3.00 pm) over 18 weeks or Mon/Tue eve (6.00 pm to 9.00 pm) over 36 weeks.
This course aims to provide you with administrative skills and a broad knowledge base in a wide variety of administrative roles. You will be able to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. This course is suitable for people who wish to be employed as an Accounts Supervisor, Executive Personal Assistant, Office Administrator or Project Assistant.

Diploma in Business
National Code: BSB50207 TAFE Course Number: 17805
Attendance: This course is delivered online and nil attendance is required. It is recommended the duration of this course is over 36 weeks. This course has Vet Fee Help available to approved applicants.
The Diploma of Business reflects the role of individuals with substantial experience in a range of settings, and who are seeking to further develop their skills across a wide range of business functions.

Diploma in Business Administration
National Code: BSB50407 TAFE Course Number: 17809
Attendance: This course is delivered online and nil attendance is required. It is recommended the duration of this course is over 36 weeks. This course has Vet Fee Help available to approved applicants.
This course is for graduates from lower level administration courses, people returning to the workforce and seeking to enter at Diploma level, people wanting to extend career path options and people currently in the workforce who want to upgrade skills or have existing skills recognised. The course provides managerial-level training for clerks and administrative workers. It provides a basis for a wide range of careers and occupations.

Using Advanced Software Functions
TAFE Course Number: 17818
Attendance: Tue or Wed eve (6.00 pm to 9.00 pm), Tue (8.30 am to 12.30 pm) over 18 weeks
This course is intended for people who work in administrative and clerical positions in an office and who want to update their skills in the use of commercial software packages (MS Office) or re-skilling into a newer version of a software application.

MYOB with GST
TAFE Course Number: 27008
Attendance: 3 hours per week over 4 weeks commencing 6 August 2014. Wed (6.00 pm to 9.00 pm)
This course will provide you with the skills to create company files in MYOB (Mind Your Own Business) software and enter data on a daily basis to keep records up-to-date. To do this course you must be able to operate a computer and have an understanding of bookkeeping.

MYOB – Payroll
TAFE Course Number: 23392
Attendance: 3 hours per week over 4 weeks commencing 8 October 2014. Wed (6.00 pm to 9.00 pm)
Pay your employees the easy way using the electronic facilities of MYOB. Set their payroll information, record their deductions, PAYG withholding tax and payroll history; keep track of their superannuation payments, leave entitlements and much more. To do this course you must be able to operate a computer.

Medical Terminology
TAFE Course Number: 28887
Attendance: 3 hours per week over 6 weeks commencing 8 October 2014. Wed (6.00 pm to 9.00 pm)
This course will provide you with the knowledge and skills to interpret and apply basic medical terms when carrying out health office tasks and duties.

Using Computers in an Office Environment
TAFE Course Number: 17817
Attendance: Tue or Wed eve (6.00 pm to 9.00 pm), Tue (8.30 am to 12.30 pm) over 18 weeks
This course is intended for people who are seeking work, or who currently work in administrative and clerical positions in an office and who want to develop their skills and knowledge in the use of MS Office - including Word, Excel and Outlook.

Typing Speed Tests
These are available by appointment at a cost of $40.00. For more information contact Business Administration Studies on 4229 0583.