Business Administration
TAFE Illawarra – Nowra Campus

Certificate II in Business - TVET
National Code: BSB20112  TAFE Course Number: 11733
Attendance:  Mon, Tue or Wed (may be integrated with mainstream) over 36 weeks
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, Tue (6 pm to 9 pm), Wed, Fri (9 to 3.30 pm) or Wed (9 am to 5 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:  Mon, Tue, Thur (9 am to 3.30 pm) over 18 weeks or Flex – Wed (9 am to 5 pm) or Mon, Tue (6 pm to 9 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 organising workplace information, producing business documents, maintaining financial records, delivering quality customer service. This course is suitable for people who wish to be employed as an Accounts Payable/Receivable Clerk, Data Entry Operator, Secretary/Personal Assistant or Receptionist.

Certificate III in Business Administration (Medical)
National Code: BSB31112  TAFE Course Number: 11739
Attendance:  Tue, Thurs (9 am to 3.30 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: Flex – Wed (9 am to 5 pm) or Mon, Tue (6 pm to 9 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.

Certificate III in Business Administration (Legal)
National Code: BSB31012  TAFE Course Number: 11738
Attendance: Online delivery, no TAFE attendance required.
Enrol at any time.

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This course provides you with the knowledge and skills to be able to work as a Legal Receptionist or an Administrator in a legal environment. It is also suitable if you wish to work in non-legal offices such as accounting firms and banks. You will learn how to use legal terminology, draft legal correspondence, maintain records for time and legal disbursements and apply principles of confidentiality and security in the legal office. You will also learn to apply knowledge of the legal system to complete administrative tasks.

Certificate IV in Business Administration
National Code: BSB40507 TAFE Course Number: 17808
Attendance:  Mon, Tue (6 pm to 9 pm) or Wed (9 am to 5 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.

Processing and Maintaining Financial Records
TAFE Course Number: 17820
Attendance: Tue (9 am to 3.30 pm) and Thurs (2 hours) over 18 weeks
This course will provide you with the skills and knowledge to enable you to process and maintain financial records in an office environment. The course covers maintaining daily financial/business records, processing payroll and processing accounts payable and accounts receivable.

Using Computers in an Office Environment
TAFE Course Number: 17817
Attendance: 3 hours per week only. Mon or Tue (6 pm to 9 pm) or Wed (9 am to 5 pm) over 18 weeks.
This course is intended for people who are seeking to develop their skills and knowledge in the use of commercial software packages (MS Office - including Word, Excel and Outlook).

Using Advanced Software Functions
TAFE Course Number: 17818
Attendance: 4 hours per week only. Mon or Tue (6 pm to 9 pm) or Wed (9 am to 5 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 8 October 2014. Wed (6 pm to 9 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 6 August 2014. Wed (6 pm to 9 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 7 August 2014. Thurs (5.30 pm to 8.30 pm)
This course will provide you with the knowledge and skills to interpret and apply basic medical terms when carrying out office tasks and duties in a medical environment.

Typing Speed Tests
These are available by appointment at a cost of $40.00. For more information contact Business Administration Studies on 4421 9906.

For more information contact:
Janene Lobegeier
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TAFE Illawarra – Nowra Campus
Phone: 4421 9906 or Course Information 1300 766 123
or visit the website www.illawarra.tafensw.edu.au

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