Business Administration – Shellharbour Campus

Certificate II in Business
National Code: BSB20112          TAFE Course Number: 11733
Attendance: Wednesday 8.30 am - 5.00 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: 18 weeks
Group 1 Monday and Thursday 8.30 am to 5.00 pm
Group 2 Tuesday and Thursday 8.30 am to 5.00 pm
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 organising workplace information, producing business documents, maintaining financial records, delivering quality customer service.

Medical Transcription Skill Set
National Code: BSBSS00015        TAFE Course Number: 17811
Attendance: Friday 9.00 am – 1.00 pm over 10 weeks
Only one unit of competency will be delivered from this skills set BSBMED301B Interpret and apply medical terminology appropriately. This unit of competency will help you seek employment in a medical environment.

Legal Office Administration
TAFE Number: 10355
Attendance: Wednesday 9.00 am – 1.00 pm over 10 weeks
Only two units of competency will be delivered in this course: BSBLEG304A Apply the principles of confidentiality and security within the legal environment and BSBLEG305A Use legal terminology in order to carry out tasks. These units will help you seek employment in a legal environment.

Using Computers in an Office Environment
TAFE Course Number: 17817
Attendance: Wednesday 9.00 am to 12.00 pm or 1.15 pm to 3.15 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 commercial software packages (MS Office - including Word, Excel).

For more information contact:
Di Attard
Clerical Assistant
Tuesday and Wednesday afternoon
Phone: 42952268
dianne.attard@det.nsw.edu.au

Anna Smith
Teacher
Phone: 42952278
annab.smith@det.nsw.edu.au

Christine Bartlett
Head Teacher
Phone: 42952266
christine.bartlett@det.nsw.edu.au

Shellharbour Customer Service Centre 42952200
Shellharbour Counselling Unit 42952234

Or go to
www.illawarra.tafensw.edu.au
WE ALSO OFFER

Typing Speed Tests
Available by appointment only at a cost of $45.00. For more information contact the Customer Service Centre on 42952200.

TRAINEE SHIPS

Entering a traineeship is a great way to secure your future and there are a wide range of options available at TAFE Illawarra. As a trainee, you will learn a skill or trade through a combination of work and structured learning to a nationally recognised qualification.

At Shellharbour, we offer Traineeships in the following Courses as Traineeships:

Certificate III in Business Administration
Certificate III in Business Administration (Legal)
Certificate III in Business Administration (Medical)
Certificate IV in Business Administration
Certificate IV in Frontline Management
Certificate III in Customer Contact
Certificate III in Financial Services Accounts Administration

You can contact your local Job Network Provider, Group Training organisations, State Training Services or an Australian Apprenticeship Centre to find out more. Alternatively you can contact Course Information on 1300 766 123.

RECOGNITION

Recognition including recognition of prior learning (RPL) is a process for giving you credit for skills, knowledge and experience gained through working and learning. It can be gained at any stage of your life, through formal and informal learning, through work or other activities such as volunteering.

In Administration Studies we can offer you recognition for the whole or part of a course.

If you feel you have been working in an Administration position for years and have no formal qualifications you may get full recognition for the Certificate III in Business Administration. If you have been working in a supervisory position you may get full recognition for the Certificate IV in Business or Business Administration. That means you can give us evidence of your knowledge and experience in a number of ways without attending class. If you decide this is what you would like to do, your nominated assessor will help you with all the details.

For more information speak with a teacher or call our Course Information team on 1300 766 123.

You can also access information at the following link:

Let us help you explore your options in Administration Studies Shellharbour