Business Administration
TAFE Illawarra – Ulladulla Campus

Certificate II in Business - TVET
National Code: BSB20112  TAFE Course Number: 11733
Attendance: Friday 9 am to 3.30 pm 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: Friday 9 am to 3.30 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: Friday 9 am to 3.30 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 IV in Business Administration
National Code: BSB40507  TAFE Course Number: 17808
Attendance: Friday 9 am to 3.30 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.

Using Computers in an Office Environment
TAFE Course Number: 17817
Attendance: 3 hours per week only. Friday 9 am to 3.30 pm over 18 weeks

This course is intended for people wishing to 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 and Outlook).

Using Advanced Software Functions
TAFE Course Number: 17818
Attendance: 4 hours per week only. Friday 9 am to 3.30 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.

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.

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Fast Track Training – Nowra Campus

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. Wed (6 pm to 9 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.

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:
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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