Get down to business and study with TAFE Queensland

Get the edge when applying for jobs with this incredibly versatile qualification. Students who study a Certificate III in Business will learn skills in computing, communication, customer service and administration. This course is designed to equip you with the essential skills and knowledge needed for a range of careers in diverse business environments. This qualification could be your ticket to a new career or a new direction in life. Your employability opportunities will be maximised through study of basic to intermediate computer skills.

LOCATION/S
Cairns, External, Townsville (Pimlico)

DURATION
Part time: Pimlico: 12 weeks per unit / 4 hours per week
Flexible: Cairns: 19 weeks / up to 3 days per week

Course delivery options
<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 3 days per week</td>
<td>Cairns, External</td>
<td>Flexible, Recognition of prior learning (RPL)</td>
</tr>
<tr>
<td>Part time</td>
<td>4 hours per week</td>
<td>Townsville (Pimlico)</td>
</tr>
</tbody>
</table>

Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).
tafenorth.edu.au/course/11282

What are my payment options?
No matter what your circumstances, TAFE Queensland North has a payment option to suit you. If you are unsure of what’s right for you, call us on 1300 656 959. We’re here to help.
Prices are subject to change.

...more online

What's included
Students will need to provide a USB and stationery.

Entry requirements
A good knowledge of computer basics with a sound achievement in Year 10 Maths, and English

...more online

Resources required
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Outcome
BSB0115 Certificate III in Business

Job prospects
- General Clerk
- General Clerical Workers
- Customer Service Officer
- Administrator
- Data Entry Operator
- Receptionist

Units
Students need to successfully complete 12 units to gain the qualification; 1 core and 11 elective units (7 of which must be Specified Electives)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS302</td>
<td>Apply knowledge of WHS legislation in the workplace</td>
<td>Core</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBADM311</td>
<td>Maintain business resources</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBADM301</td>
<td>Process customer complaints</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBADM301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBADM301</td>
<td>Work effectively with diversity</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBADM301</td>
<td>Produce simple word processed documents</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBIUS301</td>
<td>Create and use databases</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBIUS301</td>
<td>Create electronic presentations</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBIUS301</td>
<td>Design and produce text documents</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBIUS301</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBIUS301</td>
<td>Design and produce business documents</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBIUS301</td>
<td>Produce desktop published documents</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBADM301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBADM301</td>
<td>Write simple documents</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBADM301</td>
<td>Process payroll</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBADM301</td>
<td>Organise schedules</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBIUS301</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Elective</td>
<td>Specified</td>
</tr>
</tbody>
</table>

Disclaimer
Not all electives available at all campuses

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

You're ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and knew which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:
tafenorth.edu.au/study-with-us/enrolment-fees/enrol

Enrolment options
By telephone: 1300 656 959. In person: at any TAFE Queensland North location.

Recognition of prior learning
Fast track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you’ve gained from the workplace or previous learning means less study time for you, and getting the paper to prove you’re qualified a whole lot sooner.

More info:
tafenorth.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/

Make your future happen
Connect with TAFE on Facebook

Accurate as at 10 April 2018. For the latest information see: tafenorth.edu.au/course/11282