HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Payment options

Put yourself ahead with computer skills ready for the Business environment

If you enjoy working indoors on the computer and communicating with others then gain a new Business qualification. The program covers Microsoft version 2013 Word, Excel, PowerPoint, advanced word, workplace health and safety, payroll, customer service, appointments, typing, and is from the nationally recognised Business Services Training Package. Subjects are a blend of practical skills, theory and a focus on the development of workplace skills.

Location/S

Cairns, External, Townsville (Pimlico)

Duration

Flexible: 19 weeks / up to 3 days per week

Course delivery options

<table>
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<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
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<tr>
<td>up to 3 days per week</td>
<td>Cairns, External, Townsville (Pimlico)</td>
<td>Flexible, Recognition of prior learning (RPL)</td>
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Entry requirements

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

Resources required

Please be aware that you will also be required to supply the following items at your cost:
- USB memory/flash

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/16039

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

FULL Fee | $3,211

This is the total cost of the course.

Got a question?
Enquire about your full fee study options

SUBSIDISED | $1,547

The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

CONCESSION | $988

You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans’ Affairs Pensioner Concession Card, or if you have a disability. Further information about concessions.

...more online

Accurate as at 11 April 2018. For the latest information see:

tafenorth.edu.au/course/16039

RTO 0275
CRICOS 03020E
Outcome
BSB30415 Certificate III in Business Administration

Job prospects
- Clerical and Administrative Workers

Units
Students need to successfully complete 13 units to gain the qualification; 2 core and 11 elective units.

- BSBWHS201 Contribute to health and safety of self and others
- BSBITU307 Develop keyboarding speed and accuracy
- BSBWOR301 Organise personal work priorities and development
- BSBITU309 Produce desktop published documents
- BSBFIA304 Maintain a general ledger
- BSBFIA303 Process accounts payable and receivable
- BSDIV301 Work effectively with diversity
- BSBITU301 Create and use databases
- BSBWRT301 Write simple documents
- BSBITU304 Produce spreadsheets
- BSBITU303 Design and produce text documents
- BSBFIA302 Process payroll
- BSBADM307 Organise schedules
- BSBITU302 Create electronic presentations
- BSBITU201 Produce simple word processed documents
- BSBITU306 Design and produce business documents
- BSBCUS301 Deliver and monitor a service to customers

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

Enrol now

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 know 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

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