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

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,

...more online

LOCATION/S
Cairns, External, Townsville (Pimlico)

DURATION
Flexible: Cairns: 14-18 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>Townsville (Pimlico)</td>
<td>Classroom</td>
</tr>
</tbody>
</table>

Entry requirements

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

...more online

Resources required

Students will need to provide a USB and stationery.

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

RPL Pricing:

- Full Fees $2,100.00, Partial Government Funding Subsidy $1,128.00, Subsidised Concession $804.00

For more information visit:
tafenorth.edu.au/study-with-us/enrolment-fees/course-fees

...more online

<table>
<thead>
<tr>
<th>FULL FEE</th>
<th>$2,100 - $3,500</th>
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</thead>
<tbody>
<tr>
<td>Got a question? Enquire about your full fee study options</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBSIDISED</th>
<th>$1,128 - $1,880</th>
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<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONCESSION</th>
<th>$804 - $1,340</th>
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<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

Accurate as at 10 September 2017. For the latest information see: tafenorth.edu.au/course/11282
Outcome

BSB3015 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>Title</th>
<th>Type</th>
<th>Specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS302</td>
<td>Apply knowledge of WHS legislation in the workplace</td>
<td>Core</td>
<td></td>
</tr>
<tr>
<td>BSBADM311</td>
<td>Maintain business resources</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBCM301</td>
<td>Process customer complaints</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBFIA301</td>
<td>Maintain financial records</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBINM301</td>
<td>Organise workplace information</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBINM302</td>
<td>Utilise a knowledge management system</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBINN301</td>
<td>Promote innovation in a team environment</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBITU301</td>
<td>Create and use databases</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
<td>Specified</td>
</tr>
<tr>
<td>BSBITU305</td>
<td>Conduct online transactions</td>
<td>Elective</td>
<td>Specified</td>
</tr>
</tbody>
</table>

**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

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RTO 0275
CRICOS 03020E
Perfect your business skills with these electives.

- **BSBITU306** Design and produce business documents
  - Elective
  - Specified

- **BSBITU309** Produce desktop published documents
  - Elective
  - Specified

- **BSBITU401** Design and develop complex text documents
  - Elective

- **BSBITU402** Develop and use complex spreadsheets
  - Elective

- **BSBPRO301** Recommend products and services
  - Elective
  - Specified

- **BSBSUS301** Implement and monitor environmentally sustainable work practices
  - Elective

- **BSBWOR301** Organise personal work priorities and development
  - Elective
  - Specified

- **BSBWRT301** Write simple documents
  - Elective
  - Specified

**Disclaimer**

Not all electives available at all campuses.

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

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**Make your future happen**

Connect with TAFE on Facebook

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**RTO 0275**

**CRICOS 03020E**

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**TAKE A CAREER ADVISOR**

**1300 656 969**

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**tafenorth.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/**