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>
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<tbody>
<tr>
<td>up to 3 days per week</td>
<td>Cairns, External</td>
<td>Flexible, Recognition of prior learning (RPL)</td>
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<tr>
<td>Part time</td>
<td>Townsville</td>
<td>Classroom</td>
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<tr>
<td>4 hours per week</td>
<td>(Pimlico)</td>
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**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

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

**Resources required**
Students will need to provide a USB and stationery.

**Costs**

<table>
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<th>FULL FEE</th>
<th>SUBSIDISED</th>
<th>CONCESSION</th>
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<tr>
<td></td>
<td>$3,564</td>
<td>$1,908</td>
<td>$1,344</td>
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This is the total cost of the course.

Got a question?
Enquire about your full fee study options

**Outcome**
BSB30115 Certificate III in Business

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

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

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RTO 0275
CRICOS 03020E
General Clerk
General Clerical Workers
Customer Service Officer
Administrator
Data Entry Operator
Receptionist

Job prospects

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)

- **BSBWHS302** Apply knowledge of WHS legislation in the workplace
  - Core
- **BSBADM311** Maintain business resources
  - Elective Specified
- **BSBCMM301** Process customer complaints
  - Elective Specified
- **BSBUUS301** Deliver and monitor a service to customers
  - Elective Specified
- **BSBDIV301** Work effectively with diversity
  - Elective Specified
- **BSBITU201** Produce simple word processed documents
  - Elective
- **BSBITU301** Create and use databases
  - Elective Specified
- **BSBITU302** Create electronic presentations
  - Elective Specified
- **BSBITU303** Design and produce text documents
  - Elective Specified
- **BSBITU304** Produce spreadsheets
  - Elective Specified
- **BSBITU306** Design and produce business documents
  - Elective Specified
- **BSBITU309** Produce desktop published documents
  - Elective Specified
- **BSBWOR301** Organise personal work priorities and development
  - Elective Specified
- **BSBWRT301** Write simple documents
  - Elective Specified
- **BSBFIA302** Process payroll
  - Elective
- **BSBADM307** Organise schedules
  - Elective
- **BSBITU307** Develop keyboarding speed and accuracy
  - Elective

Disclaimer
Not all electives available at all campuses

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 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

**The Path to Greatness**
Connect to TAFE using Facebook and watch a future where you make great happen

Connect with TAFE on Facebook