



Mount Isa Institute of TAFE

Fact Sheet

BSB30107 - Certificate III in Business

What career options do I have?

Improve your ability to secure employment, progress in roles such as Administrative Assistant, Receptionist, Finance Assistant, Word-processing Operator.

What will I learn?

You will develop sound knowledge and skills required in areas of business/office administration. Core skills include computing, office technology, communication, word processing and keyboard skills, office practices and finance.

What qualification will I receive?

Certificate III in Business or a Statement of Attainment for competencies achieved.

Where will I train?

Mount Isa, Cloncurry, Lower Gulf or through remote study.

How long will the training take?

Duration will depend on electives, study mode and training plan selected. Students are strongly encouraged to only enrol in one unit at a time.

How will the training take place?

External, self-paced, day or evening classes on campus.

What assessment methods will be used?

Written / Theoretical / Practical

Assessment methods generally vary according to skills content of competency. May include: short answer responses, observations, demonstrations, projects, discussions, group participation etc.

Is there anything I need to bring?

A notebook and pen would be beneficial. Those undertaking BSBADM302B will also need headphones.

Am I eligible?

Prior to enrolment consider contacting the Client Information Centre to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories.

Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

When can I start?/How do I apply?

Contact the Client Information Centre for the latest course commencement dates and enrolment details.

Can I go onto further training?

Successfully complete Certificate III in Business and you may gain recognition of your studies towards Certificate IV in Business.

What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

What is the program structure?

To gain this qualification, 12 units of competency are to be achieved which includes 1 core unit, 7 units selected from below and 4 electives that can be from this list or arranged with your teacher. Listed are the units offered at Mount Isa TAFE Others are available but not taught here.

Core unit

BSBOHS201A Participate in OHS processes

Elective Units

Customer Service

BSBCUS301A Deliver and monitor a service to customers

Diversity

BSBDIV301A Work effectively with diversity

Financial Administration

BSBFIA301A Maintain financial records

General Administration

BSBADM311A Maintain business resources

Information Management

BSBINM301A Organise workplace information

Innovation

BSBINN301A Promote innovation in a team environment

Interpersonal Communication

BSBCMM301A Process customer complaints

IT Use

BSBITU301A Create and use databases

BSBITU302A Create electronic presentations

BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets

BSBITU306A Design and produce business documents

BSBITU309A Produce desktop published documents

Product Skills and Advice

BSBPRO301A Recommend products and services

Workplace Effectiveness

BSBWOR301A Organise personal work priorities and development

Writing

BSBWRT301A Write simple documents

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