



Mount Isa Institute of TAFE

# Fact Sheet

## Non-accredited Short Course – Time Management Using Outlook

### What career options do I have?

Completing this unit would help in any work position, especially Administration.

### What will I learn?

You will learn how to better manage your day and help others manage theirs. Accredited units are available through our flexi courses in both Certificate II and III.

### What qualification will I receive?

As this is a non-accredited course, a Statement of Attendance will be issued at the completion of the course.

### Where will I train?

Mount Isa.

### How long will the training take?

One full day.

### How will the training take place?

Training will take place in a teacher led, face-to-face course. Copies of the notes will be provided to help review information in the workplace.

### What assessment methods will be used?

Practical examples and simulations.

### Is there anything I need to bring?

A notebook and pen would be beneficial.

### 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.

Students with the knowledge to operate a personal computer will proceed through course more easily. Courses are available to build those skills before commencing.

### Is what I already know taken into account?

This course is non-accredited, and so does not lend itself to Recognise Prior Learning RPL. RPL can be gained through accredited courses at this TAFE.

### 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?

You can build your new skills into formal training by continuing in the Business Certificates.

### 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.

#### Disclaimer

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