



Mount Isa Institute of TAFE

Fact Sheet

Short Course – Flexi Advanced Computing

What career options do I have?

Can assist with employment opportunities in an office environment, often at a higher level.

What will I learn?

Gain skills in commonly used computer applications, at an advanced level. Improve existing knowledge and skills in a range of software applications required to produce complex documents, spreadsheets and databases in a business environment.

What qualification will I receive?

A Result of Assessment will be awarded on completion of each course.

Where will I train?

Mount Isa.

How long will the training take?

Duration will depend on study mode and courses selected.

How will the training take place?

Part-time – flexible, self paced classes held of an evening. Alternatively you may choose to complete the course remotely with telephone tutorial assistance.

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.

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.

To assist with your program of study, it is recommended that students entering this course have the following minimum educational levels and/or work experiences: Completion of Year 12 with a pass in English; and/or relevant workplace experience. Additional skills recommended include being able to produce simple word processed documents and analysing and presenting research information.

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?

You may gain recognition of your studies towards other programs, a Certificate IV or Diploma of 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?

There are no mandatory units for this qualification. The units listed below have been selected from BSB40101 – Certificate IV in Business, and are common units within the training package.

Units

BSBADM402A	Produce complex business documents
BSBADM403A	Develop and use complex databases
BSBADM404A	Develop and use complex spreadsheets

Disclaimer

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