

BSB30115 Certificate III in Business (Online)

This qualification consists of competency in **1 core** and **11 elective units**. On successful completion of all **12 units** you will receive a **Certificate III in Business**.

It is strongly recommended students enrol in no more than two units per intake, unless otherwise advised. Please follow the below Preferred Order of Study when enrolling:

POS	Unit code	Unit name	Unit type	Unit hours	Textbook/ Resources	Study Schedule	
						Intake	Completed
Must complete all units listed below							
1	BSBWHS302	Apply knowledge of WHS legislation in the workplace	core	20			<input type="checkbox"/> Completed
2	BSBWOR301	Organise personal work priorities and development	elective	30			<input type="checkbox"/> Completed
3	BSBADM307	Organise schedules	elective	15			<input type="checkbox"/> Completed
4	BSBITU312	Create electronic presentations	elective	20			<input type="checkbox"/> Completed
5	BSBCUS301**	Deliver and monitor a service to customers	elective	35			<input type="checkbox"/> Completed
6	BSBITU211	Produce digital text documents	elective	60			<input type="checkbox"/> Completed
7	BSBITU314	Design and produce spreadsheets	elective	35			<input type="checkbox"/> Completed
8	BSBDIV301**	Work effectively with diversity	elective	40			<input type="checkbox"/> Completed
9	BSBITU313	Design and produce digital text documents	elective	90			<input type="checkbox"/> Completed
10	BSBITU309	Produce desktop published documents	elective	50			<input type="checkbox"/> Completed
11	BSBWRT301	Write simple documents	elective	30			<input type="checkbox"/> Completed
12	BSBITU306	Produce business documents	elective	60			<input type="checkbox"/> Completed

** Please note these two units require a video recording. If you would like to discuss this before enrolling please contact Melanie.Boxshall@tafe.qld.edu.au

All information was accurate at the time of publication,
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