



**FIRST CHOICE
COLLEGE**

RTO CODE 31707



BSB30115

Certificate III in Business



ENROL NOW WITH FIRST CHOICE COLLEGE

ENROL NOW, START ANYTIME.

First Choice College is offering BSB30115 Certificate III in Business on a start anytime basis. Face to Face training is available at our Southport Campus at 8 Short Street, Monday – Wednesday, 9.00am – 3.00pm.

Resources are also available online to supplement face to face training.

This is a 20 week program, however students have the flexibility to take up to 12 months to complete the qualification.

QUALIFICATION OVERVIEW

This course is designed for people who are looking to gain employment at a mid-level administrative or customer service role.

The Certificate III in Business will provide the student with the training needed to work within an office environment in a variety of roles such as:

- Customer Service Advisor
- Data Entry Operator
- General Clerk
- Payroll Officer
- Typist
- Word Processing Operator

The Certificate III in Business will equip students with the skills needed to succeed in business both within Australia and internationally.

COURSE STRUCTURE

This qualification comprises 12 units of competency, including 1 core unit, and 11 elective units. First Choice College offers the following units as a guide, however elective units may be chosen to match your individual plan where appropriate.

Unit Code	Unit Title	Nominal Hours
Core Unit		
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20
Elective Units (11 to be completed)		
BSBINM301	Organise workplace information	30
BSBITU313	Design and produce digital text documents	90
BSBITU306	Design and produce business documents	80
BSBITU309	Produce desktop published documents	50
BSBPRO301	Recommend products and services	20
BSBADM311	Maintain business resources	15
BSBDIV301	Work effectively with diversity	30
BSBFIA301	Maintain financial records	60
BSBPUR301	Purchase goods and services	60
BSBSUS401	Implement and monitor environmentally sustainable work practices	40
BSBWOR301	Organise personal work priorities and development	30

FEE INFORMATION

COST

This training is funded under the Queensland Government's Certificate 3 Guarantee program for eligible participants.

A co-contribution fee of \$240 or \$120 concession is payable for this qualification.

For students that are not eligible for funding, the total course price is \$1,999.

Each student will undertake an LLN assessment on enrolment. Your training plan will then be individually tailored to meet your needs and additional support provided accordingly if required.

GET IN TOUCH

Find out how we can tailor your training specifically for you. Call 07 5689 5060 or email us at info@fcc.edu.au

* On public holiday weeks where the holiday falls on the Monday the class may be rescheduled to a Thursday.

BSB30115 - Certificate III in Business

CLASS TIMETABLE—January to October 2020 Classes are held 9am to 3pm

COURSE DAYS	ROUND 1	ROUND 2	UNIT CODES	UNIT TITLES	NOMINAL HOURS	CORE ELECTIVE
WEEK 1						
MONDAY	27-Jan PUBLIC HOLIDAY	No Class	BSBWHS302	Apply knowledge of WHS legislation in the workplace	20	C
TUESDAY	28-Jan	15-Jun				
WEDNESDAY	29-Jan	16-Jun				
THURSDAY	30-Jan	17-Jun				
WEEK 2						
MONDAY	3-Feb	22-Jun	BSBINM301	Organise workplace information	30	E
TUESDAY	4-Feb	23-Jun				
WEDNESDAY	5-Feb	24-Jun				
WEEK 3 AND 4						
MONDAY	10-Feb & 17-Feb	29-Jun & 6-Jul	BSBITU313	Design and produce digital text documents	90	E
TUESDAY	11-Feb & 18-Feb	30-Jun & 7-Jul				
WEDNESDAY	12-Feb & 19-Feb	1-Jul & 8-Jul				
WEEK 5 AND 6						
MONDAY	24-Feb & 2-Mar	13-Jul & 20-Jul	BSBITU306	Design and produce business documents	80	E
TUESDAY	25-Feb & 3-Mar	14-Jul & 21-Jul				
WEDNESDAY	26-Feb & 4-Mar	15-Jul & 22-Jul				
WEEK 7						
MONDAY	9-Mar	27-Jul	BSBITU309	Produce desktop published documents	50	E
TUESDAY	10-Mar	28-Jul				
WEDNESDAY	11-Mar	29-Jul				
WEEK 8						
MONDAY	16-Mar	3-Aug	Documents creation catch up and assessments			
TUESDAY	17-Mar	4-Aug				
WEDNESDAY	18-Mar	5-Aug				
WEEK 9						
MONDAY	23-Mar	10-Aug	BSBPRO301	Recommend products and services	20	E
TUESDAY	24-Mar	11-Aug				
WEDNESDAY	25-Mar	12-Aug				
WEEK 10						
MONDAY	30-Mar	17-Aug	BSBADM311	Maintain business resources	15	E
TUESDAY	31-Mar	18-Aug				
WEDNESDAY	1-Apr	19-Aug				
WEEK 11						
MONDAY	6-Apr	24-Aug	BSBDIV301	Work effectively with diversity	30	E
TUESDAY	7-Apr	25-Aug				
WEDNESDAY	8-Apr	26-Aug				
WEEK 12 AND 13						
MONDAY	13-Apr PUBLIC HOLIDAY	31-Aug & 7-Sep	BSBFIA301	Maintain financial records	60	E
TUESDAY	14-Apr	1-Sep & 8-Sep				
WEDNESDAY	15-Apr	2-Sep & 9-Sep				
WEEK 14 AND 15						
MONDAY	27-Apr	14-Sep	BSBPUR301	Purchase goods and services	60	E
TUESDAY	28-Apr	15-Sep & 21-Sep				
WEDNESDAY	29-Apr	16-Sep & 22-Sep				
THURSDAY	No Class	23-Sep				
WEEK 16 AND 17						
MONDAY	11-May & 18-May	28-Sep & 5-Oct	BSBSUS401	Implement and monitor environmentally sustainable work practices	40	E
TUESDAY	12-May & 19-May	29-Sep & 6-Oct				
WEDNESDAY	13-May & 20-May	30-Sep & 7-Oct				
WEEK 18						
MONDAY	25-May	12-Oct	BSBWOR301	Organise personal work priorities and development	30	E
TUESDAY	26-May	13-Oct				
WEDNESDAY	27-May	14-Oct				
WEEK 19 AND 20						
MONDAY	1-Jun & 8-Jun	19-Oct & 26-Oct	Catch up Assessments			
TUESDAY	2-Jun & 9-Jun	20-Oct & 26-Oct				
WEDNESDAY	3-Jun & 8-Jun	21-Oct & 26-Oct				