

BSB30115

Certificate III Business

What is the Certificate III in Business?

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Course Content:

CORE UNIT

BSBWHS302

Apply knowledge of WHS legislation in the workplace

ELECTIVE UNITS

BSBBADM311 –

Maintain business resources

BSBBCMM301

Process customer complaints

BSBCUS301 –

Deliver and monitor a service to customers

BSBDIV301 –

Work effectively with diversity

BSBFLM311 –

Support a workplace learning environment

BSBINN301 –

Promote innovation in a team environment

BSBITU302 –

Create electronic presentations

BSBITU304 –

Produce Spreadsheets

BSBITU306 -

Design and produce business documents

BSBPRO301 –

Recommend products and services

BSBWOR301 –

Organise personal work priorities and development

To gain this qualification, you will be engaged in a performance-based project to assess your skills and competencies.

General notes:

~ All students must supply FEC with their Unique Student Identifier number.

~ Students are asked to bring a USB for their studies and are encouraged to bring their own tablet or device.



PRESENTS.....



Interactive Lessons

To assist students to balance work, family and other commitments, FEC schedules all classes to synchronise with the Western Australian public school terms and holidays. Whilst no classes are normally scheduled during the holiday periods, full support and additional assistance is available during that period.

Prerequisites: None

Course Enrolment: 18 months

Class attendance: 33 weeks

Pathways: Certificate IV Business

The hours for this course are made up of the following:	
Face to face lecturing & tuition	204
Weekly individual project work	68
Prep and offsite assignment work	102
Additional holiday tuition	180

Location:

Fremantle Education Centre,
Corner Cantonment & Parry Streets
Or other sites by arrangement

Phone 9335 5444 succeed@fec.org.au

