

# UNIT SELECTION LIST

## BSB30115 - Certificate III in Business

This qualification is made up of 12 units. 1 core and 11 electives. Please choose 11 units of study, together with your Workplace Supervisor and place a tick next to those units.

At the first visit, your trainer will confirm the selection with you and develop a training plan.

CORE & ELECTIVE BUSINESS UNIT SELECTION				
UNIT CODE	UNIT	SCH HRS	CORE OR ELECTIVE	TICK CHOSEN UNITS
BSBWOR301	Organise personal work priorities & development	30	E	
BSBDIV301	Work effectively with diversity	30	E	
BSBCUS301	Deliver and monitor a service to customers	35	E	
BSBFLM303	Contribute to effective workplace relationships	40	E	
BSBFLM312	Contribute to team effectiveness	40	E	
BSBINN301	Promote innovation in a team environment	40	E	
BSBCMM301	Process customer complaints	30	E	
BSBWHS302	Apply Knowledge of WHS legislation in the workplace	20	C	✓
BSBADM405	Organise meetings <i>(imported from Cert IV)</i>	20	E	
BSBITU203	Communicate electronically <i>(Imported from III Customer Engagement)</i>	20	E	
BSBITU302	Create electronic presentations	20	E	
BSBITU201	Produce simple word processed documents <i>(imported from Cert II)</i>	60	E	
BSBWRT301	Write simple documents	30	E	
BSBITU306	Design and produce business documents	80	E	
BSBITU303	Design and produce text documents	90	E	
BSBITU304	Produce spreadsheets	35	E	
BSBFIA301	Maintain financial Records	60	E	
BSBPRO301	Recommend products and services	20	E	
BSBPUR301	Purchase goods and services	60	E	