

# Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

## **BSB30115 CERTIFICATE III IN BUSINESS DELIVERY STRUCTURE**

2015	2016

Unit Code:	Unit Name	Core/Elective	Hours		Unit Code:	Unit N	lame	Core/Elective	Hours
	OCK ONE (5 Weeks) – 27 January - 28 February			1		CK ON	E (5 Weeks) – 25 January – 27 February	1	
BSBITU304	Produce Spreadsheets	Elective	60		BSBITU309	Produ	Produce Desktop Published Documents  Work Effectively With Diversity  K TWO (5 Weeks) – 29 February – 02 April		60
BSBITU302	Create Electronic Spreadsheets	Elective	40		BSBDIV301	Work	Effectively With Diversity	Elective	40
		Hours	100					Hours	100
TERM ONE, BL	OCK TWO (5 Weeks) – 02 March - 04 April				TERM ONE, BLC	CK TW	O (5 Weeks) – 29 February – 02 April		
BSBITU303	Design and Produce Text Documents	Elective	60		BSBFIA301	Main	tain financial Records	Elective	60
BSBITU301	Create and Use Database	Elective	40		BSBWHS302	Apply	Knowledge of WHS Legislation in the Workplace	Core	40
		Hours	100					Hours	100
	TERM BREAK						TERM BREAK		
	TERIWI DREAK						TERIVI BREAK		
TERM TWO, B	LOCK ONE (5 Weeks) – 20 April – 23 May				TERM TWO, BL	OCK ON	IE (5 Weeks) – 18 April – 21 May		
BSBITU309	Produce Desktop Published Documents	Elective	60		BSBFLM303	Contr	ibute To Effective Workplace Relationship	Elective	60
BSBDIV301	Work Effectively With Diversity	Elective	40		BSBCMM301	M301 Process Customer Complaints		Elective	40
	1	Hours	100					Hours	100
TERM TWO, B	LOCK TWO (5 Weeks) – 25 May – 27 June			'	TERM TWO, BLO	эск ти	/O (5 Weeks) – 23 May – 25 June		
BSBFIA301	Maintain Financial Records	Elective	60		BSBWOR301	Orga	nise Personal Work Priorities and Development	Elective	40
BSBWHS302	Apply Knowledge of WHS Legislation in the Workplace	Core	40		BSBCUS301	Deliv	er and Monitor a Service to Customers	Elective	60
		Hours	100			1		Hours	100
				'					
	TERM BREAK						TERM BREAK		
TERM THREE,	BLOCK ONE (5 Weeks) – 13 July – 15 August				TERM THREE, B	ьоск с	NE (5 Weeks) – 18 July – 20 August		
BSBFLM303	Contribute To Effective Workplace Relationship	Elective	60		BSBITU304	Produ	uce Spreadsheets	Elective	60
BSBCMM301	Process Customer Complaints	Elective	40		BSBITU302	Creat	e Electronic Presentations	Elective	40
		Hours	100			1		Hours	100
TERM THREE,	BLOCK TWO (5 Weeks) – 17 August – 19 September			'	TERM THREE, B	ьоск т	WO (5 Weeks) – 22 August – 24 September		
BSBWOR301	Organise Personal Work Priorities and Development	Elective	40		BSBITU303	Desig	n and Produce Text Documents	Elective	60
BSBCUS301	Deliver and Monitor a Service to Customers	Elective	60		BSBITU301	Creat	e and Use Database	Elective	40
		Hours	100		L	1		Hours	100
	Ho								

### TERM BREAK

## TERM FOUR, BLOCK ONE (5 Weeks) – 06 October – 7 November

		Hours	100
BSBITU302	Create Electronic Presentations	Elective	40
BSBITU304	Produce Spreadsheets	Elective	60

## TERM FOUR, BLOCK TWO (5 Weeks) – 09 November – 12 December

		Hours	100
BSBITU301	Create and Use Database	Elective	40
BSBITU303	Design and Produce Text Documents	Elective	60

## TERM BREAK

## TERM FOUR, BLOCK ONE (5 Weeks) – 10 October – 12 November

•			Hours	100
	BSBDIV301	Work Effectively With Diversity	Elective	40
	BSBITU309	Produce Desktop Published Documents	Elective	60

## TERM FOUR, BLOCK TWO (5 Weeks) – 14 November – 17 December

BSBWHS302 Apply Knowledge of WHS Legislation in the Workplace Core 40
BSBWHS302 Apply Knowledge of WHS Legislation in the Workplace Core 40

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2017

Unit Code: Unit Name Core/Elective Hours

TERM ONE, BLOCK ONE (5 Weeks) – 30 January – 04 March

	•	Hours	100
BSBCMM301	Process Customer Complaints	Elective	40
BSBFLM303	Contribute To Effective Workplace Relationship	Elective	60

TERM ONE, BLOCK TWO (5 Weeks) - 06 March - 08 April

'		Hours	100
BSBCUS301	Deliver and Monitor a Service to Customers	Elective	60
BSBWOR301	Organise Personal Work Priorities and Development	Elective	40

TERM BREAK

#### TERM TWO, BLOCK ONE (5 Weeks) - 24 April - 27 May

		Hours	100
BSBITU302	Create Electronic Presentations	Elective	40
BSBITU304	Produce Spreadsheets	Elective	60

### TERM TWO, BLOCK TWO (5 Weeks) - 29 May - 01 July

		Hours	100	
BSBITU301	Create and Use Database	Elective	40	
BSBITU303	Design and Produce Text Documents	Elective	60	

TERM BREAK

## TERM THREE, BLOCK ONE (5 Weeks) – 17 July – 19 August

	_	Hours	100	I
BSBDIV301	Work Effectively With Diversity	Elective	40	l
BSBITU309	Produce Desktop Published Documents	Elective	60	l

## TERM THREE, BLOCK TWO (5 Weeks) – 21 August – 23 September

		Hours	100
BSBWHS302	Apply Knowledge of WHS Legislation in the Workplace	Core	40
BSBFIA301	Maintain Financial Records	Elective	60

**TERM BREAK** 

## TERM FOUR, BLOCK ONE (5 Weeks) - 09 October - 11 November

		Hours	100
BSBCMM301	Process Customer Complaints	Elective	40
BSBFLM303	Contribute To Effective Workplace Relationship	Elective	60

## TERM FOUR, BLOCK TWO (5 Weeks) - 13 November - 16 December

		Hours	100
BSBCUS301	Deliver and Monitor a Service to Customers	Elective	60
BSBWOR301	Organise Personal Work Priorities and Development	Elective	40

2018

Unit Code:	Unit Name	Core/Elective	Hours

## TERM ONE, BLOCK ONE (5 Weeks) – 22 January – 24 February

BSBITU304	Produce Spreadsheets	Elective	60	
BSBITU302	Create Electronic Presentations	Elective	40	
		Hours	100	İ

#### TERM ONE, BLOCK TWO (5 Weeks) - 26 February - 31 March

		Hours	100	
BSBITU301	Create and Use Database	Elective	40	
BSBITU303	Design and produce Text Documents	Elective	60	

TERM BREAK

#### TERM TWO, BLOCK ONE (5 Weeks) - 16 April - 19 May

		Hours	100
BSBDIV301	Work Effectively With Diversity	Elective	40
BSBITU309	Produce Desktop Published Documents	Elective	60

## TERM TWO, BLOCK TWO (5 Weeks) – 21 May – 23 July

		Hours	100
BSBWHS302	Apply Knowledge of WHS Legislation in the Workplace	Core	40
BSBFIA301	Maintain Financial Records	Elective	60

TERM BREAK

## TERM THREE, BLOCK ONE (5 Weeks) – 16 July – 18 August

		Hours	100
BSBCMM301	Process Customer Complaints	Elective	40
BSBFLM303	Contribute To Effective Workplace Relationship	Elective	60

## TERM THREE, BLOCK TWO (5 Weeks) – 20 August – 22 September

		Hours	100
BSBCUS301	Deliver and Monitor a Service to Customers	Elective	60
BSBWOR301	Organise Personal Work Priorities and Development	Elective	40

TERM BREAK

#### TERM FOUR, BLOCK ONE (5 Weeks) – 8 October – 10 November

		Hours	100
BSBITU302	Create Electronic Presentations	Elective	40
BSBITU304	Produce Spreadsheets	Elective	60

## TERM FOUR, BLOCK TWO (5 Weeks) – 12 November – 15 December

		Hours	100
BSBITU301	Create and Use Database	Elective	40
BSBITU303	Design and Produce Text Documents	Elective	60