



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

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 27 January - 28 February

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

TERM ONE, BLOCK TWO (5 Weeks) – 02 March - 04 April

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

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 20 April – 23 May

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

TERM TWO, BLOCK TWO (5 Weeks) – 25 May – 27 June

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

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 13 July – 15 August

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

TERM THREE, BLOCK TWO (5 Weeks) – 17 August – 19 September

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

TERM BREAK

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

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

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

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

2016

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 25 January – 27 February

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

TERM ONE, BLOCK TWO (5 Weeks) – 29 February – 02 April

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

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 18 April – 21 May

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

TERM TWO, BLOCK TWO (5 Weeks) – 23 May – 25 June

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

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 18 July – 20 August

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

TERM THREE, BLOCK TWO (5 Weeks) – 22 August – 24 September

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

TERM BREAK

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

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

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

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



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2017

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 30 January – 04 March

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

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

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

TERM BREAK

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

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

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

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

TERM BREAK

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

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

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

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

TERM BREAK

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

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

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

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

2018

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 22 January – 24 February

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

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

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

TERM BREAK

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

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

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

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

TERM BREAK

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

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

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

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

TERM BREAK

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

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

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

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