



Lexis TESOL
Training Centres



BSB30115 Certificate III in Business

Lexis Asia Pty Ltd T/A Lexis TESOL Training Centres
RTO: 41178
CRICOS Code: 03459G

Location: Byron Bay, Noosa, Sunshine Coast
Duration: 30 weeks (20 hours per week)
Start Dates: 6 June, 11 July, 15 August,
19 September, 24 October
Price: *OPENING SPECIAL - \$3000 **



The Certificate III in Business is designed for trainees who are seeking to gain an understanding of business fundamentals and who may be interested in gaining employment at a mid-level administrative or customer service role. Experienced industry professionals will guide your learning, providing both a theoretical and practical base for your development. The Certificate III in Business consists of face to face training and supervised consolidation of learning over a full duration of 30 weeks, providing participants with the training needed to work within an office environment in a variety of roles.

COURSE DETAILS

Location:	Byron Bay, Noosa, Sunshine Coast
Duration:	30 weeks (20 hours per week)
Start Dates:	6 June, 11 July, 15 August, 19 September, 24 October
Class Details:	Monday-Wednesday: Face to face training, 2pm-7.30pm Thursday: Supervised consolidation of learning, 2pm-7.30pm <i>(class times and days are subject to change)</i>
Price:	\$3000 <i>(*Opening special applicable to all enrolments received by 30/10/2016)</i> Plus a Materials & Resources Fee of \$210

UNITS OF COMPETENCY

- BSBWHS302A Apply knowledge of WHS legislation in the workplace
- BSBCMM301B Process customer complaints
- BSBCUS301B Deliver and monitor a service to customers
- BSBDIV301A Work effectively with diversity
- BSBITU306A Design and produce business documents
- BSBPRO301A Recommend products and services
- BSBFLM312C Contribute to team effectiveness
- BSBITU302B Create electronic presentations
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBFLM303C Contribute to effective workplace relationships
- BSBFIA301A Maintain financial records



“With the mix of theoretical and practical training, our graduates have what it takes to excel in the workplace.”

Dave Fox – Training Manager