

# 'Future business leaders'



## Certificate III in Business **BSB30110**

## Certificate III in Business Administration **BSB30407**

Take the first step to becoming a future business leader by completing this exciting new dual award program: Certificate III in Business and Certificate III in Business Administration.

All businesses, from small to large international companies, value employees that possess a range of skills and an appropriate attitude to business success.

As you participate in this program you will be developing a business concept around an entrepreneurial idea for a new product or service. This is your chance to become the next business success – perhaps the biggest thing since Facebook! You will be able to develop your business idea with assistance from your business teacher and with advice from the business community. Business ideas will be judged by industry experts and awards presented accordingly – a great opportunity!

Successful completion of this dual award program will open your career options across a broad range of industries. It will also allow you to enter directly into the Diploma of Business program at BNIT when you complete Year 12.

**Delivery:** This program is delivered face-to-face, one day per week, 9:00 am – 3:00 pm.

**Campus:** Bracken Ridge, Caboolture.

**Duration:** 18 months (3 semesters).

**Fees:** \$150 per semester, \$450 full program, plus \$40 administration fee per year.

### Semester 1, 2013

#### Establishing Business Skills

BSBOHS201A	Participate in OHS processes
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BSBADM307B	Organise schedules
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BSBOHS301B	Apply knowledge of OHS legislation in the workplace
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BSBITU307A	Develop keyboarding speed and accuracy
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BSBITU303A	Design and produce text documents
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### Semester 2, 2013

#### Enhancing Business Skills

BSBITU304A	Produce spreadsheets
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BSBWRT301A	Write simple documents
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BSBITU309A	Produce desktop published documents
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BSBITU302B	Create electronic presentations
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BSBSUS301A	Implement and monitor environmentally sustainable work practices
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### Semester 3, 2014

#### Setting the Business Culture

BSBINN301A	Promote innovation in a team environment
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BSBCUS301B	Deliver and monitor a service to customers
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BSBMKG413A	Promote products and services
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BSBITU306A	Design and produce business documents
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*Units are subject to change.*

**Pathways:**

