

## BSB30415 Certificate III in Business Administration

Queensland Funding Co-Contribution Fee Schedule				
Unit Code	Unit of Competency Title	Unit of Competency Fee		Total Hours
		Non-Concession	Concession	
BSBWOR301	Organise personal work priorities and development	\$2.00	\$1.00	78
BSBITU307	Develop keyboarding speed and accuracy	\$2.00	\$1.00	103
BSBWHS201	Contribute to health and safety of self and others	\$2.00	\$1.00	68
BSBDIV301	Work effectively with diversity	\$2.00	\$1.00	80
BSBCUS301	Deliver and monitor a service to customers	\$2.00	\$1.00	80
BSBCMM301	Process customer complaints	\$2.00	\$1.00	69
BSBWRT301	Write simple documents	\$2.00	\$1.00	88
BSBITU313	Design and produce digital text documents	\$2.00	\$1.00	178
BSBITU306	Design and produce business documents	\$2.00	\$1.00	148
BSBADM307	Organise schedules	\$2.00	\$1.00	58
BSBITU314	Design and produce spreadsheets	\$2.00	\$1.00	83
BSBITU309	Produce desktop published documents	\$2.00	\$1.00	108
BSBITU312	Create electronic presentations	\$2.00	\$1.00	63
<b>Total Co-contribution Fee</b>		<b>\$26.00</b>	<b>\$13.00</b>	

### Co-contribution Payment Options

<b>Upfront Fee</b>	Full co-contribution fee to be paid on enrolment
<b>Payment Plan</b>	Non-Concession - N/A Concession - N/A

#### Note to Students:

If you have been granted credit transfers, these will be applied to your enrolment and your total co-contribution fee will reduce at the unit of competency level.