



### Capitalise on an industry with great career opportunities:

Our interactive course gives job seekers a qualification and entry into an industry rich with career opportunities and pathways.

### Our Course Covers:

- How to produce spreadsheets, business documents and electronic presentations
- Effectively organising and prioritising your time
- Developing keyboard speed and accuracy
- Working effectively with diversity

### This course leads to jobs such as:

- Receptionist
- Data Entry Operator
- Word Processing Operator
- Typist
- Administrative Assistant

### Course Duration:

Up to 40 weeks. You can fast track your course in a shorter time frame (dependent on student's skills and knowledge)

### Course Delivery:

 Online

### Entry Requirements:

- be aged 15 years or older;
- be no longer at school (with the exception of school

students in Years 10, 11 and 12 undertaking a VET in School (VETiS) program);

- permanently reside in Queensland;
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen; and
- not hold, and not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training.

*Acceptance is subject to eligibility criteria and availability*

### Concessional Student Co-Contribution Fee:

- \$50

### Concessional Unit Price Breakdown:

- Core units: 2x \$3.88, 5x \$3.84
- Elective units: 6x \$3.84

### Non-Concessional Student Co-Contribution Fee:

- \$160

### Non-Concessional Unit Price Breakdown:

- Core units: 2x \$12.35, 5x \$12.30
- Elective units: 6x \$12.30

### Student Support Services offered:

- Dedicated Trainers to help with training and assessment
- Access to iLearn - our 24/7 learning management system
- Access to online Language Literacy and Numeracy testing and tools to help with proficiency skills if required
- Opportunities to collaborate online with peers
- Free access to employment assistance through Joblinx

### Outcome:

Upon successful completion of units, students will be awarded a nationally recognised Statement of Attainment or Certificate for BSB30415 - Certificate III in Business Administration.

For full terms and conditions of this program, please refer to the Sarina Russo Institute **Certificate 3 Guarantee Program**

**Fact Sheet** on our website at: [www.sri.edu.au](http://www.sri.edu.au)

### Course Structure:

The table below provides an outline of how the course is structured.

Order	Unit Code	Unit Name
<b>Semester 1</b>	BSBADM307	Organise schedules
	BSBITU307	Develop keyboarding speed and accuracy
	BSBDIV301	Work effectively with diversity
	BSBSUS201	Participate in environmentally sustainable work practices
<b>Semester 2</b>	BSBWOR301	Organise personal work priorities and development
	BSBITU314	Produce Spreadsheets
	BSBITU312	Create electronic presentations
	BSBWRT301	Write simple documents
<b>Semester 3</b>	BSBITU211	Produce simple word processed documents
	BSBWHS201	Contribute to health and safety of self and others
	BSBITU309	Produce desktop published documents
	BSBITU306	Design and produce business documents
	BSBFIA302	Process payroll

*All courses are subject to change and availability.*