



### 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:

- Customer Service Advisor
- Data Entry Operator
- Receptionist
- Office Administrator
- Word Processing Operator

### 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 BSB30115 - Certificate III in Business.

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> | BSBWHS302 | Apply knowledge of WHS legislation in the workplace       |
|                   | BSBADM307 | Organise schedules  |
|                   | BSBITU307 | Develop keyboard speed and accuracy                       |
|                   | BSBITU302 | Create electronic presentations                           |
| <b>Semester 2</b> | BSBSUS201 | Participate in environmentally sustainable work practices |
|                   | BSBITU304 | Produce spreadsheets                                      |
|                   | BSBITU306 | Design and produce business documents                     |
|                   | BSBDIV301 | Work effectively with diversity                           |
| <b>Semester 3</b> | BSBWRT301 | Write simple documents                                    |
|                   | BSBWOR301 | Organise work priorities and development                  |
|                   | BSBCUS401 | Coordinate implementation of customer service strategies  |
|                   | BSBINM301 | Promote innovation in a team environment                  |

*All courses are subject to change and availability.*