



## COURSE DESCRIPTION:

This course has been designed to equip students with the essential knowledge, skills and attributes required for a variety of career paths in a wide range of clerical and administrative occupations. The Certificate III in Business traineeship will equip you with skills and knowledge to expand your career opportunities.

## CAREER PROSPECTS:

- Customer Service Adviser
- Data Entry Operator
- Receptionist
- General Clerk
- Office Administrator
- Payroll Officer

## BENEFITS OF TRAINEESHIP FOR EMPLOYERS

- May be eligible for workplace incentives from the State or Federal Government
- Training is blended online / workplace delivery
- Regular contact to support training
- Employer get staff who receive formal training that benefit the workplace

*Sarina Russo Institute is working with Employers to provide Government funded training in Nationally Recognised Qualifications*

## COURSE OUTLINE:

1 Core Unit + 7 Elective Units + 4 Other Elective Units

CORE	UNIT OF STUDY
BSBWHS302	Apply knowledge of WHS legislation in the workplace
ELECTIVE	UNIT OF STUDY
BSBITU303	Design and Produce Text Documents (Word)
BSBITU302	Create Electronic Presentations (PowerPoint)
BSBITU304	Produce spreadsheets (Excel)
BSBITU309	Produce desktop published documents (Publisher)
BSBITU306	Design and produce business documents
BSBINM301	Organise workplace information
BSBWOR301	Organise personal work priorities and development
BSBPRO301	Recommend products and services
BSBFIA301	Maintain financial records
BSBDIV301	Work effectively with diversity
BSBFLM303	Contribute to effective workplace relationships
BSBWRT301	Write simple documents
OTHER ELECTIVE	UNIT OF STUDY
BSBITU307	Develop Keyboarding Speed and Accuracy
BSBADM307	Organise Schedules
BSBSUS201	Participate in environmentally sustainable work practices
BSBFIA302	Process Payroll
BSBFIA303	Process Accounts Payable and Receivable
BSBFIA304	Maintain a General Ledger

*All courses are subject to change and availability.*