



The BSB30120 Certificate III in Business (Administration) is the perfect course if you are seeking the practical skills to enhance your job prospects in roles within administration teams responsible for the day-to-day operations of an office or a business environment.

Career Opportunities:

- Receptionist
- Personal Assistant
- Data Entry Operator
- Business Support Officer
- Administrative Assistant

Course Outcome:

- BSB30120 Certificate III in Business (Administration)

Course Duration:

- 40 weeks

Course Delivery:

- Online / Virtual Classes through iLearn.

Intakes:

- Monthly.

Certificate 3 Guarantee Program eligibility

Sarina Russo Institute is approved to deliver the BSB30120 under the Certificate 3 Guarantee Program.

To be eligible for the Certificate 3 Guarantee Program, a participant must:

- 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.

Concessional Student Co-Contribution Fee:

- \$50

Concessional Unit Price Breakdown:

- Core units: 5 x \$3.85, 1 x \$3.87
- Elective units: 7 x \$3.84

Non-Concessional Student Co-Contribution Fee:

- \$160

Non-Concessional Unit Price Breakdown:

- Core units: 5 x \$12.31, 1 x \$12.35
- Elective units: 7 x \$12.30

For full terms and conditions of this program, please refer to www.sri.edu.au/certificate-3-guarantee

Entry Requirements:

There are no formal entry requirements for this course, however, students are expected to have or be able to achieve written and spoken English skills to the certificate level of the course, or the ability to develop these skills whilst in training to meet the requirements of the qualification.

Basic computer skills / digital literacy skills are required for this qualification.

Course Structure:

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

Unit Code	Unit Name
BSBXCM301	Engage in workplace communication
BSBINS202	Handle receipt and dispatch of information
BSBPEF301	Organise personal work priorities
BSBTEC302	Design and produce spreadsheets
BSBTEC301	Design and produce business documents
BSBOPS303	Organise schedules
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBPEF201	Support personal wellbeing in the workplace
BSBOPS301	Maintain business resources
BSBFIN302	Maintain financial records
BSBCRT311	Apply critical thinking skills in a team environment

All courses are subject to change and availability.

How to Apply

Visit www.sri.edu.au and click on Apply Now to get started or call 1300 317 535