



VET in Schools

Certificate III in Business (BSB30115)

About the course

This course will provide a sound knowledge and skill base for your business and administration career. You will gain a broad range of skills which may include using computer applications, customer service, business documentation and human resources. This partial completion of the Certificate III qualification provides the Units 3 & 4 sequence of VCE VET Business and is not designed as a stand-alone study. Students should not undertake Units 3 & 4 without having completed Units 1 & 2 prior. This course is a direct pathway into a Certificate IV in Business at Integrity or if in Year 11, a pathway into our ASAT program. The class is completed once a week throughout the school year in an appropriate location on an allocated day.

Location/s

Docklands (Suite 401b, 198 Harbour Esplanade, Docklands)

Frankston (Ebdale Community Hub and Learning Centre, 20 Ebdale Street, Frankston)

<u>Training and Possible Employment Outcomes</u>	<u>Possible Units:</u>
<p>Possible job titles could be:</p> <ul style="list-style-type: none"> • Accounts payable and receivable clerk • Data entry operator • Junior personal assistance • Receptionist • Office administrator • Word processing operator • Administration assistant <p>Pricing</p> <p>Pricing for this course will be \$1995 (Tuition Fee). There are no material costs.</p>	<ul style="list-style-type: none"> • BSBWHS302 Apply Knowledge of WHS Legislation in the Workplace. • BSBITU314 Produce Spreadsheets • BSBWRT301 Write Simple Documents • BSBWOR301 Organise Personal and Work Priorities and Development • BSBITU313 Design and Produce Digital Text Documents. • BSBFLM312 Contribute to Team Effectiveness.

***To enquire, please feel free to contact us on 1300 731 451, or via email at admin@integritybusinesscollege.com**

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