



VET in Schools

Certificate III in Business (BSB30120)

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 SBAT program. The class is completed once a week throughout the school year on a designated class day.

Classes

Integrity Business College is providing VETIS Business courses through our online virtual platform, Microsoft Teams. Classes will be run weekly for three hours on the below days and times:

- **Wednesday AM (9:30 – 12:30)**
- **Friday AM (9:30 – 12:30)**



**if interest increases, other class days & times may be made available.*

<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 Pricing for this course will be \$1995 (Tuition Fee). There are no material costs.</p>	<ul style="list-style-type: none"> • BSBWHS311 – Assist with Maintaining Workplace Safety • BSBPEF301 – Organise Personal Work Priorities • BSBTEC301 – Design and Produce Business Documents • BSBXTW301 – Work in a Team • BSBTEC302 – Design and Produce Spreadsheets • BSBTEC303 – Create Electronic Presentations

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

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