



CERTIFICATE III IN BUSINESS IN SCHOOL PROGRAM

Our school, in partnership with Barrington College, will facilitate the Certificate III in Business in Schools Program. Barrington College is a boutique provider of vocational education, providing creative and leading edge educational solutions.

Course Code: BSB30115

Why did we choose Barrington College for this course?

- They provide an industry focused learning program
- Quality education
- They prepare students to realise their career goals
- Your child does not have to leave the campus for instruction, as the course will be delivered at the school by a Barrington College Educator.

What are the benefits of attaining a Certificate III qualification?

- A nationally recognised qualification
- It offers 8 QCE points upon completion
- Enhances the students opportunities to gain skills for employment

Offered to students in year 10, 11 and 12

Course Costs:

Domestic Students
\$250 non refundable enrolment fee
\$950 tuition fee
Total cost: \$1,200
Additional charge for payment plans

International Students:
\$300 non refundable enrolment fee
\$1,200 tuition fee
Total cost: \$1,500

Duration

12 months

Course Description

Barrington College's Certificate III in Business program provides an introductory view of the Business World.

This course opens your world to pathways across many job roles, including customer service adviser, data entry operator, general clerk, receptionist, office assistant, payroll officer, and word processing operator.

Course Units

BSBWHS307	Apply knowledge of WHS legislation in the workplace
BSBDIV301	Work effectively with diversity
BSBWOR301	Organise personal work priorities and development
BSBCMM201	Communicate in the workplace
BSBWRT301	Write simple documents
BSBITU313	Design and produce digital text documents
BSBCUS301	Deliver and monitor a service to customers
BSBCMM301	Process customer complaints
BSBITU314	Design and produce spreadsheets
BSBINN301	Promote innovation in a team environment
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBITU312	Create electronic presentations

Barrington College Australia

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