



Launch your career in business

BSB10115 CERTIFICATE I IN BUSINESS

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Course Description

This entry-level qualification allows individuals across a variety of industry sectors to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

The qualification provides a pathway to work in a diverse range of businesses.

Individuals with this qualification are able to perform roles such as administration assistant, clerical worker, data entry operator, information desk clerk, office junior or receptionist.

Total Number of Units - 6

1 core unit and 5 elective units.

1 Core Unit

BSBWHS201 Contribute to health and safety of self and others

5 Elective Units

BSBIND201 Work effectively in a business environment

BSBITU211 Produce digital text documents

BSBITU212 Create and use spreadsheets

BSBSUS201 Participate in environmentally sustainable work practice

BSBWOR202 Organise and complete daily work activities

Mode of delivery:

Face-to-face, online, self-paced

Entry Requirements

No entry requirements.

Industry work placement will be provided to learners.

Course fee \$900 - Funding options may apply.

Contact us for more information and eligibility check.

