



NATIONALLY RECOGNISED
TRAINING

RTO: 32502 | ABN: 13 976 018 396

ENROL HERE

BSB10115

Certificate I in Business

MODE OF DELIVERY

- Face-to-face, self paced at our training hub
- Online

ENTRY REQUIREMENTS

- No entry requirements
- Students enrolling online must have access to a computer and the internet

TOTAL COURSE UNITS - 6

- 1 Core unit
- 5 Elective units

COURSE FEE

\$900 - funding options may apply
Contact us for more information
and eligibility check.

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.

This 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.

COURSE LENGTH

Up to 6 months.

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 practices
- **BSBWOR202** Organise and complete daily work activities



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