

Certificate I in Business

BSB10101



General Information

Length of course: 145 hours

14.5 weeks – 10 hours a week

Description:

This qualification is part of the Business Services Training Package and provides training in basic business and office skills. Students will learn the skills needed to work in different office situations, including how to touch type, retrieve data from the computer, file documents, and prepare petty cash, business and banking documents.

Prerequisite Requirements

No minimum education

Job Roles

This course provides the elementary skills for students wanting to find employment in an office environment.

Qualification Structure

To attain the Certificate I in Business 6 units must be achieved:

- 1 core units; plus
- 5 elective units

1 Core Unit

Nominal Hours

BSBOHS201A - Participate in OHS processes	10
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5 Elective Units

Nominal Hours

BSBADM101A - Use Business Equipment and Resources	15
BSBCMM101A - Apply basic communication skills	40
BSBITU101A - Operate a personal computer	20
BSBITU102A - Develop keyboard skills	40
BSBWOR202A - Organise and complete daily work activities	20

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Ph: (07) 5478 8972 **Mob:** 0419 797 932 **Email:** info@sutherlandcomputers.com.au

Web: www.sutherlandcomputers.com.au

Assessments

Competency based training is concerned with assisting people to achieve specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

To make a booking please contact us on:

Email: info@sutherlandcomputers.com.au

Phone: (07) 5478 8972

Fees and Charges

Standard Course Fee: \$1800 (\$400 deposit to secure place – balance paid by a week prior to course)

Payment option can include: \$400 deposit + 4 fortnightly payments of \$350.00)

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