



# Operating a Small Business Skill Set (Fee Free)

State ID: AE150

## About this course

### Learn how to operate a small business!

If you're currently operating or thinking about starting up a small business, or would like to get job ready for an administrative support position in a small business operation, this is the skill set for you!

The *Operating a Small Business* skill set offers a fantastic range of skills and knowledge to get you job ready. You'll learn how to design and produce business documents and publications, digitally design and develop text-based documents, develop spreadsheets through the use of both cloud-based and non-cloud based applications, identify financial requirements of a business including profit targets, cash flow projections and strategies to garner financial support, and understand workplace health and safety (WHS) legislation and its application to safe work practices. It even covers how to create and build a social networking presence using social media tools and applications.



This skill set is free for everyone under the [Skills Ready initiative!](#)

## Overview

### Semester 2, 2020

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#### Broome Campus



When: **Complete before 10 December**



How: **Face-to-face classroom/campus delivery**



Fee: **Free**

#### Units

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This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

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#### Core

National ID	Unit Title
BSBITU306	Design and produce business documents
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBSMB402	Plan small business finances
BSBWHS307	Apply knowledge of WHS laws in the workplace
ICTWEB201	Use social media tools for collaboration and engagement

## Study pathway

 [Certificate III in Business Administration](#)

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 [Certificate III in Tourism](#)

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 [Certificate IV in Business](#)

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 [Certificate IV in Project Management Practice](#)

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 [Certificate IV in Human Resources](#)

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This skill set provides a pathway to a number of nationally recognised qualifications, some of which are half price under the [Lower fees, local skills initiative](#). Find out more by clicking the courses below.