



BSB10115 Certificate I in Business

National ID: BSB10115 | State ID: AVU7

About this course

Let's begin with the business basics.

The Certificate I in Business is an entry-level course suitable for those seeking an introduction into business and office work. Participants will develop basic skills and knowledge to undertake a variety of administration tasks.

Participants will learn how to:

- Operate a personal computer and/or other digital device
- Create letters, flyers, posters and other business documents
- Use a photocopier, printers, scanners, binders, laminators and back up devices
- Communicate in a business environment
- Organise files and folders on their devices

The units that form the Certificate I in Business act as a foundation for many other qualifications in business, finance, tourism, community services, hospitality and aged care, among others.

This course is available at other campus locations upon request.

Overview

Available all year, 2019

Broome Campus - Qualification details

-  Duration: **6 Months**
-  When: **Available all year**
-  How: **Face-to-face block delivery**
Face-to-face classroom delivery
Face-to-face classroom/campus delivery
Full-time
Mixed mode
On the job/on location
Online learning - flexible/self-paced
Part-time

Units

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.

Students must successfully complete 1 core and 5 elective units to be awarded this qualification.

Core

National ID	Unit Title
BSBWHS201	Contribute to health and safety of self and others

Elective


National ID	Unit Title
BSBIND201	Work effectively in a business environment
BSBITU111	Operate a personal digital device
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets

National ID	Unit Title
BSBLED101	Plan skills development
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities

Study pathway

 [Certificate II in Business](#)

Job opportunities

 [Office junior | Administration clerk | receptionist](#)

Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.

Please note, fees are subject to change.