



# 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, 2020

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### Qualification details

-  Duration: **6 Months**
-  Where: **Available at all campuses**
-  When: **Available all year**
-  How: **Distance learning**

### 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.

### 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
BSBSUS201	Participate in environmentally sustainable work practices

National ID

Unit Title


BSBWOR202

Organise and complete daily work activities

## Study pathway

 [Certificate II in Business](#)

## Job opportunities

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

## Fees and charges

[Click here to view North Regional TAFE's 2020 indicative fees.](#) 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](#).

**Please note, fees are subject to change.**