

Launch your Career in Business

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**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.

Mode of Delivery

Face to face

Entry Requirements

No entry requirements

Total Number of Units - 6

1 core unit
5 elective units

1 Core Unit

BSBWS201 Contribute to health and safety of self and others

5 Elective Units

BSBIND201 Work effectively in a business environment
 BSBITU201 Produce simple word processed document
 BSBITU202 Create and use spreadsheets
 BSBSUS201 Participate in environmentally sustainable work practices
 BSBWOR202 Organise and complete daily work activities