

# Launch your Career in Business



**ENROL NOW - CLICK HERE**

**Course Fee \$1800 - Funding options may apply.  
Contact us for more information and eligibility check.**

## Course Description

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

## Entry Requirements

No entry requirements

## Total Number of Units - 13

2 core units  
11 elective units

## 2 Core Units

BSBITU307 Develop keyboarding speed and accuracy  
BSBWHS201 Contribute to health and safety of self and others

## 11 Elective Units

BSBADM307 Organise schedules  
BSBITU302 Create electronic presentations  
BSBITU303 Design and produce text documents  
BSBITU304 Produce spreadsheets  
BSBITU306 Design and produce business documents  
BSBITU309 Produce desktop published documents  
BSBWRT301 Write simple documents  
BSBADM311 Maintain business resources  
BSBDIV301 Work effectively with diversity  
BSBSUS201 Participate in environmentally sustainable work practices  
BSBWOR301 Organise personal work priorities and development

## Mode of Delivery

Face to face, correspondence

Industry Work Placement will be provided to learners