



BSB10101 Certificate I in Business

WHAT DOES THIS COURSE INVOLVE?

This course provides the knowledge and practical skills necessary to gain up-to-date competencies in office skills to enable participants to enter or re-enter the workforce at a traineeship level or to gain entrance into higher level certificates.

The certificate is made up of Common Business units of the Business Services Training Package. Completion of this certificate gives you an excellent foundation to start your training, particularly if you are unsure in which area you wish to specialise.

The following represents the units of competency that form the qualification:

BSBCMN106A	Follow workplace safety procedures
BSBCMN101A	Prepare for work
BSBCMN102A	Complete daily work activities
BSBCMN103A	Apply basic communication skills
BSBCMN105A	Use business equipment
BSBCMN107A	Operate a personal computer

WHAT ARE MY EMPLOYMENT OPPORTUNITIES?

Clerical Assistant

HOW LONG DOES IT TAKE?

The course duration is 6 weeks, 20 hours per week.

Note: All duration times stated are the maximum timeframe to complete the program and published fees cover this timeframe. Students who have not completed their qualification in the stated timeframe can continue the program self-paced on a per unit basis at an additional cost.

ENTRY REQUIREMENTS

Nil

SUPPORT

King's undertakes a duty of care towards its student body and offers course counselling as required.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning provides students an opportunity to have their current skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning.

The process requires students to gather evidence confirming their competency. An educator will advise you in this task. **Enquire if you think you qualify.**

COSTS

Enrolment Fee

There is a non-refundable enrolment fee required upon receipt of your enrolment form. Your place will not be confirmed unless this payment has been made. This fee applies to all courses. Please contact the College to enquire about the enrolment fee.

Course Fees

Please contact the College to enquire about course fees.



**To Enrol or to find out more Information
Telephone + 61 7 55 934 386**

KING'S INTERNATIONAL COLLEGE

PROVIDING QUALITY ADULT EDUCATION