

Certificate I in Business (BSB10107)

Who is this course for?

This qualification allows individuals 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.

Job roles and titles vary across different industry sectors. This is an entry level qualification.

CORE UNITS

BSBOHS201A Participate in OHS processes

ELECTIVE UNITS

BSBADM101A Use business equipment and resources

BSBIND201A Work effectively in a business environment

BSBCMM101A Apply basic communication skills

BSBITU101A Operate a personal computer

What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires six (6) units of competency.



BSBITU102A Develop keyboard skills

BSBLED101A Plan skills development

BSBSUS201A Participate in environmentally sustainable work practices

BSBWOR202A Organise and complete daily work activities

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

HB Training is a Registered Training Organisation delivering accredited training in Business, Retail, Financial Services, Information Technology and Training and Assessment.

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