

CERTIFICATE I IN BUSINESS



COURSE CODE:

BSB10115

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

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QUALIFICATION

Certificate I in Business

CAREER AREA

Access Education (Further Study For Employment)

TRAINING PACKAGE ENTRY REQUIREMENTS:

There are no entry requirements for this qualification


 NATIONALLY RECOGNISED
TRAINING

- Full Time, Part Time Day
- Fully Subsidised Course

OVERVIEW

If you would like to enter the dynamic and exciting world of business but don't know where to start, then the Certificate I in Business is for you.

This nationally recognised course contains units that will give you a range of basic, entry-level skills to operate confidently in the corporate and business world, including operating a personal computer and developing keyboard skills, creating and using spreadsheets and producing simple word processing documents.

Successful completion of this course will qualify you for a range of administrative and clerical roles. The course also provides a good pathway for further study such as the Certificate II and Certificate III in Business qualifications.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Ballina	Full Time	11 Feb 2021	18 Weeks	\$1,810.00	20
Casino	Part Time Day	11 Feb 2021	18 Weeks	\$1,810.00	20
Coffs Harbour	Full Time	Anytime	10 Weeks	\$1,810.00	28
Cooma	Part Time Day	08 Feb 2021	18 Weeks	\$1,810.00	8.5
Lismore	Part Time Day	09 Feb 2021	18 Weeks	\$1,810.00	20
Miller	Part Time Day	26 Feb 2021	14 Weeks	\$1,810.00	8
Queanbeyan	Part Time Day	10 Feb 2021	18 Weeks	\$1,810.00	8.5
Richmond	Part Time Day	23 Apr 2021	10 Weeks	\$1,810.00	10
Richmond	Part Time Day	05 Feb 2021	10 Weeks	\$1,810.00	10

Wagga Wagga	Part Time Day	10 Feb 2021	18 Weeks	\$1,810.00	8.5
Yass	Part Time Day	11 Feb 2021	18 Weeks	\$1,810.00	8.5
Young	Part Time Day	11 Feb 2021	18 Weeks	\$1,810.00	8.5