

BSB10115 Certificate I in Business

Years 10, 11 and 12



COURSE OUTLINE

BSB10115 is a nationally-recognised qualification derived from the BSB Business Services Training Package (Release 2.0).

This course 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.

QUALIFICATION: BSB10115 Certificate I in Business

Entry Requirements	QCE Points	Timing	Duration
Nil	Two (2)	Two intakes per year; Term 1 and Term 3	1 Semester

DELIVERY MODE (*Online course. Internet access essential as no hardcopies are provided*)

This course is available *only* online.

The typical course completion time is one (1) semester.

CSDE uses the Learning Place (eLearn/Blackboard) and Blackboard Collaborate (iConnect).

This course is designed to 3 x 60 minute lessons per week.

Students are expected to engage in lessons on a regular basis, as well as meeting course requirements according to the Assessment Calendar.

Regular contact with the teacher/trainer is essential.

FEES

No fees applicable for Education Queensland Students.

UNITS (*All 6 competencies to be completed to achieve full accreditation*)

Core

BSBWHS201 Contribute to health and safety of self and others

Elective

BSBADM101 Use business equipment and resources

BSBCMM101 Apply basic communication skills

BSBITU101 Operate a personal computer

BSBLED101 Plan skills development

BSBITU102 Develop keyboard skills

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ASSESSMENT

Assessment in this course is based on Competency Based Training (CBT). Competency can be achieved via a variety of VET modes of assessment including submission of tasks, face-to-face demonstration to an assessor, work placement (third party observations) and web conferencing.

Students in this course will be Working Towards Competency (WTC) across all six (6) competencies. To gain the full qualification in Certificate I Business, students must successfully complete all six units as Competent (C). Students who do not successfully achieve all six units of competencies receive a Statement of Attainment for those units of competencies achieved successfully.

STUDENT REQUIREMENTS

Equipment

- Computer, internet and email are mandatory.
- Lesson delivery requires a computer headset with microphone.
- Printer
- Scanner
- Access to a digital camera/digital video source

Software

- Windows 7, 8 or 10, Mac OS X 10.6 or higher
- Adobe Acrobat Reader
- Microsoft Office (Word, Excel, Publisher and PowerPoint)
- Java

How to Apply

[Capricornia SDE – Support and Resources – Forms and Documents – Documents - Enrolment](#)

DISCLAIMER: Delivery of this course is dependent on RTO arrangements and student numbers.

All information contained is accurate at time of publication.