

Operating a Small Business Skill Set (Fee Free)

State ID: AE150

About this course

Get ready to turn your dream into a flourishing business!

This introductory skill set will give you the tools to launch or improve how you operate your own small business or to gain work-ready skills for employment within a range of small businesses.

You will learn how to apply and create relevant documents and publications to your business to organise and better manage your work load, how to use digital and online tools to manage finances, how to establish and manage a social networking presence and how to manage work, health and safety laws relevant to your small business.

Gain these skills:

- Learn about various business documents and publications and how to apply them to your business
- Design and produce digital business documents and publications
- Design and produce spreadsheets for organising and tracking work
- Plan small business finances
- Use social media tools to promote your business
- Apply knowledge of work, health and safety laws in the workplace

Next course dates:

This course has varied durations and days on-campus, starting on the below dates.

Thornlie: Tuesdays and Wednesdays for 16 weeks from 17 August, plus Fridays for 9 weeks from 5 October

Rockingham: Tuesdays and Fridays for 16 weeks from 17 August: 9am-3:30pm

SKILLS READY

Boost your skills for the future

This course can help you get ready for your first job, or re-skill quickly for jobs that are available as WA's economy recovers. **This course is absolutely free for anyone to study.** [Find out more.](#)

Overview

This course may be offered with a blended, flexible delivery model to enable social distancing measures to be undertaken during the COVID-19 pandemic. This approach may include a mix of online and classroom based delivery, as well as practical and work experience placements. Lecturers will provide any specific instructions if your training delivery style needs to change.

All year round, 2020

Thornlie - Tues and Wed for 16 weeks from 17 Aug, plus Fri for 9 weeks from 5 Oct



When: **All year round**



How: **Full Time**

Units

Core

| National ID | Unit Title |
|-------------|---|
| BSBITU306 | Design and produce business documents |
| BSBITU313 | Design and produce digital text documents |

| National ID | Unit Title |
|-------------|---|
| BSBITU314 | Design and produce spreadsheets |
| BSBSMB402 | Plan small business finances |
| BSBWHS307 | Apply knowledge of WHS laws in the workplace |
| ICTWEB201 | Use social media tools for collaboration and engagement |

Study pathway


 [Certificate III in Business](#)

 [Certificate IV in Business](#)

 [Certificate IV in Business Administration](#)

 [Certificate IV in New Small Business](#)

Job opportunities

 [Small business administrator/ office worker](#)
