



**THE EAGLE
ACADEMY**

www.eagleacademy.com.au

CRICOS NO 02480G, RTO No 30895

CERTIFICATE I IN BUSINESS

COURSE CODE: BSBIO115

CRICOS COURSE CODE: 086767G



NATIONALLY
RECOGNISED
TRAINING



This qualification 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. The key clients for this qualification are domestic and international learners who wish to attain work in the industry at entry level.

COURSE INFORMATION

Campus:

Brisbane and Gold Coast

Duration:

6 months
20 weeks tuition +
8 weeks holiday)

Mode of Study:

- Blended: Face to face and distance education.
- International students are expected to study 20 hours per week (13.5 hours on campus and 6.5 hours distance education).

Start Date:

Any Monday of the academic calendar

Course Fee:

- Please contact us for information on our prices and payment options.
- See our website for current specials.

Pre-requisites

- English to an "elementary" level
- Completion of Year 8 (Australia), or equivalent.
- Students can apply for Recognition of Prior Learning, or Direct Credit if eligible.

Units:

Self-Paced: Complete 6 units to gain the Qualification

BSBCMM101	Apply basic communication skills
BSBWHS201	Contribute to health and safety of self and others
BSBITU212	Create and use spreadsheets
BSBITU211	Produce digital text documents
BSBADM101	Use business equipment and resources
BSBIND201	Work effectively in a business environment

English Support: Complete 6 units to gain the Qualification

BSBCMM101	Apply basic communication skills
BSBWHS201	Contribute to health and safety of self and others
BSBITU212	Create and use spreadsheets
FSKOCM001	Participate in highly familiar spoken exchanges
BSBITU211	Produce digital text documents
BSBADM101	Use business equipment and resources

Inclusions:

This course is available as a self-paced / flexible timetable option or with Extensive English Support for those students with limited English ability:

Self-Paced Option

- Suits domestic students or Visa students with a good English level.
- We offer a range of times to attend sessions including tuition, where you will be supervised and assisted to work through your course at a pace that suits you.

Extensive English Support Option

- Suits students needing to improve their English so they may succeed in the course, and as an advantage in the international business sector on returning home, where English is not the first language.
- Students have a slightly varied set of units focusing on better Business English.
- Students can also choose up to 7 hours per week of English support at no additional cost.

Assessment Methods:

This course is assessed using a combination of written assessments and practical skills observations.

International Students

Education agents can act on our behalf to recruit students. This course has no attendance monitoring requirements. Progress is monitored for visa compliance purposes. Contact us for more information.

For more information contact:
info@eagleacademy.com.au
or visit:
www.eagleacademy.com.au