



# BUSINESS

## REVEAL YOUR INNER ENTREPRENEUR

Have you heard about the teenager who launched the famous Bistro Morgan doughnut shop in Melbourne? He was just 16 and still in secondary school. Could YOU be the next business legend?

This course supports you to unleash your own business mogul, whether you are destined to be a marketing whiz, a number cruncher, a process genius, corporate high flyer or workplace leader.

You will work as part of a team to plan, create, launch and operate a virtual business. Along the way, you will build skills in idea development, information systems, customer service and personal development in the workplace.

What you need to know:

Please bring your own laptop or tablet if possible.

### QUALIFICATION: BSB20115 - Certificate II in Business

COURSE CONTENT		HOURS
BSBIND201	Work effectively in a business environment	30
BSBWHS201	Contribute to the health and safety of self and others	20
BSBITU312	Create electronic presentations	20
BSBCUS201	Deliver a service to customers	40
BSBWOR202	Organise and complete daily work activities	20
BSBITU211	Produce digital text documents	60
BSBITU212	Create and use spreadsheets	30
BSBITU213	Use digital technology to communicate remotely	20
BSBCMM201	Communicate in the workplace	40
BSBINM201	Process and maintain workplace information	30
BSBINN201	Contribute to workplace innovation	35
BSBSUS201	Participate in environmentally sustainable work practices	20
<b>TOTAL</b>		<b>365</b>



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