



Operating a Small Business Skill Set (Fee Free)

State ID: AE150

About this course

This skill set is free for everyone

If you're currently operating or thinking about starting up a small business, or would like to get job ready for an administrative support position in a small business operation, this is the skill set for you!

The **Operating a Small Business Skill Set** offers a fantastic range of skills and knowledge to get you job ready. You'll learn how to design and produce business documents and publications, digitally design and develop text-based documents, develop spreadsheets through the use of both cloud-based and non-cloud based applications, identify financial requirements of a business including profit targets, cash flow projections and strategies to garner financial support, and understand workplace health and safety (WHS) legislation and its application to safe work practices. It even covers how to create and build a social networking presence using social media tools and applications.

Lower fees, local skills half price further study pathways

- [Certificate III in Tourism](#)
- [Certificate III in Events](#)
- [Certificate IV in Business](#)
- [Certificate IV in Project Management Practice](#)
- [Certificate IV in Human Resources](#)



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Details

During your course of study, NMTAFE may use a variety of learning practices to ensure you get the best outcome for your learning journey.

This may include online learning, face-to-face classroom, laboratory/workshop delivery, work placement or a combination of these, depending on which is most appropriate.

Semester 2, 2020

Perth (Northbridge) - Blended



Duration: **8 Week/s**



When: **Semester 2, 2020**



How: **On campus**
Online

Units

Core

National ID	Unit Title
BSBITU306	Design and produce business documents
BSBITU306	Design and produce business documents
BSBITU313	Design and produce digital text documents
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBITU314	Design and produce spreadsheets
BSBSMB402	Plan small business finances
BSBSMB402	Plan small business finances
BSBWHS307	Apply knowledge of WHS laws in the workplace
BSBWHS307	Apply knowledge of WHS laws in the workplace
ICTWEB201	Use social media tools for collaboration and engagement

National ID

Unit Title

ICTWEB201

Use social media tools for collaboration and engagement

Further study



[Certificate III in Tourism](#)



[Certificate III in Events](#)



[Certificate IV in Business](#)



[Certificate IV in Project Management Practice](#)



[Certificate IV in Human Resources](#)



[Certificate III in Business Administration](#)

Important information

Due to high demand, Term 3 classes are full so applications will now be considered for Term 4

Term 3 Delivery & timetables

Blended

Blended includes online learning and intensive workshops delivered in two blocks of three days each.

Starts 27 July or 30 July: 8 weeks

Block 1 - 10, 11, 12 August | Block 2 - 24, 25, 26 August

Online

Online is self-paced with weekly Collaborate Ultra sessions

Starts 28 July

Term 4 Delivery & timetables

To be advised

Fees and charges

This skill set is free for everyone.



**North
Metropolitan**

*We're working for
Western Australia.*

Please note, fees are subject to change.



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