



# AE150 Operating a Small Business Skill Set (Fee Free)

National ID: AE150 | State ID: AE150

## About this course

### Let's take your business to the next level.

If you own a small business or would like to open a business this course will give you a range of skills to assist with setting up processes for success. You'll learn about producing business documents, small business practices, WHS laws and how to use social media to your advantage.

## Further study pathways

This skill set provides a pathway to further study in the following *Lower fees, local skills* half-price course fees qualifications.

- Certificate III in Tourism
- Certificate III in Events
- Certificate IV in Business
- Certificate IV in Project Management
- Certificate IV in Human Resources

Other qualifications for further study include the following.

- Certificate IV in Financial Practice Support

- Certificate IV in Financial Services
- Certificate IV in Business Administration

## Certification

Upon successful completion you will receive a Statement of Attainment



**This skill set is free for everyone!**




## Overview

Training at CRTAFE will be offered with a blended, flexible delivery model to enable social distancing measures during the COVID-19 pandemic. This approach may include a combination of online and classroom based delivery, as well as practical and work experience placements. While the mode of delivery may vary, the content and key learning outcomes of the course will remain the same. Lecturers will provide specific instructions to their student groups on how training will be undertaken and the support available to them.

## Semester 2, 2020

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### Geraldton Campus - Operating a Small Business Skill Set

-  Duration: **6 Week/s**
-  When: **Semester 2, 2020**
-  How: **Skill set  
Face to face (class room)**

## Units

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### Elective

National ID	Unit Title
BSBITU306	Design and produce business documents
BSBITU313	Design and produce digital text documents
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 II in Business](#)

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 [Certificate III in Business](#)


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 [Certificate III in Tourism](#)

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 [Certificate III in Events](#)

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 [Diploma of Project Management](#)

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## Job opportunities

 [Visit Job Outlook for your guide to careers](#)

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## Fees and charges

Find our Indicative Price List [here](#).

At Central Regional TAFE, three types of fees may be charged.

### Course Fees

The course fee is determined by multiplying the tuition fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit.

### Resource Fees

Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by the College to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms.

### Other Fees

Other fees may be charged for goods or services that are not essential to the course such as parking, membership to student organisations and security passes.

In addition to these fees students may need to purchase textbooks, uniforms and other course specific equipment. Your Pre Enrolment Information package will provide additional information if these are required.

**Please note, fees are subject to change.**