



CRICOS: **097210K**

SERO | **Business**

BSB10115 Certificate I

in Business

Office Assistant ✓	Clerical ✓	Accommodation Services ✓
Administrative Assistant ✓	Sales Workers ✓	Food Services ✓
Office Receptionist ✓	Education and Training ✓	So many opportunities ...

We see you succeeding.

The qualification covers the skills and knowledge required for a variety of entry level administrative positions who perform a limited range of routine.

Designed for students who wish to gain an introduction to an Australian business working environment.

Take charge today.

Take the first steps in making your dream a reality. Chat to Sero Institute today and find out how you can join their growing list of successful students.

📞 1800 206 010

📘 seroinstitute

✉ info@sero.edu.au

🗣 seroinstitute17

📄 seroinstitute

A member of the **iCollege** group of companies

SERO is with you every step of the way.



SERO Institute PTY Ltd RTO # 32303 CRICOS # 03528K

www.serolearning.com.au 🌐

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Course structure 6 Units: 1 Core / 5 Elective | **Course Duration:** 16 Weeks

Core:

- ✓ **BSBWHS201** Contribute to health and safety of self and others

Elective:

- ✓ **FSKOCM02** Engage in basic spoken exchanges at work
- ✓ **BSBCMM101** Apply basic communication skills
- ✓ **BSBITU101** Operate a personal computer
- ✓ **BSBLED101** Plan skills development
- ✓ **BSBWOR202** Organise and complete daily work activities

Entry Requirements:

1. Age 16+
2. IELTS (General) 4.5 or equivalent English proficiency
3. Completed high school year 10, or equivalent

📍 Main Campus	6-8 Scarborough St, Southport QLD 4215
📍 Queen Street Campus	3-4/115 Queen St, Brisbane QLD 4000
📍 North Quay Campus	205 North Quay, Brisbane QLD 4000
📍 Mount Gravatt Campus	Level 2, Nexus Centre, 96 Mount Gravatt Capalaba Road, Upper Mount Gravatt QLD 4122
📍 Perth Campus	28 Eighth Avenue, Maylands WA 6051

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