

BSBSS00100 Release 1

COURSE OVERVIEW

This Short Course delivers the skills and knowledge to enable support of business operations for a variety of organisations.

COURSE SNAPSHOT

COURSE COMPLETION TIME

5 months - Full time

UNITS STUDIED

5 units

NATIONALLY RECOGNISED TRAINING

Yes. Units from this Short Course can contribute to credit towards BSB40320 Certificate IV in Entrepreneurship and New Business and BSB40520 Certificate IV in Business (Business Operations).

DELIVERY MODE

Online with extensive support from our Trainers

ARE THERE ASSESSMENTS FOR THIS COURSE?

Yes

ASSESSMENT DUE DATES

No - Study at your own pace

RPL AVAILABLE

Yes, absolutely!

COURSE FEES

- Full RPL achieved - \$595
- By Study - \$1395

Fees are broken down to an enrolment fee of \$500 and the balance either on completion or spaced evenly across the Short course to suit your financial needs.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification

THIS COURSE IS BEST SUITED TO

Individuals who are required to support business operations within a business environment.

COURSE STRUCTURE

- BSBESB401 Research and develop business plans
- BSBFIN401 Report on financial activity
- BSBOPS401 Coordinate business resources
- BSBOPS402 Coordinate business operational plans
- BSBOPS403 Apply business risk management processes

RECOGNITION OF PRIOR LEARNING (RPL)

RPL means you can gain this Short Course simply through providing evidence of relevant knowledge and skills you have acquired through previous work. This means you don't have to waste time studying what you already know. If you believe you already have the knowledge and skills to achieve this Short Course we encourage you to apply for Recognition of Prior Learning.

RPL is a simple process with OPEC College and works like this:

Step 1

Free skills assessment

Fill out our pre-assessment form and we'll give you the guidance you need for the next steps to achieving your career goals.

Step 2

Evidence portfolio

With our help, gather evidence, e.g. current resume, reference letters, examples of work completed, to prove your prior skills and knowledge and submit it online for our assessors to review.

Step 3

Evidence review

After we've assessed your evidence portfolio we'll contact you for competency conversation and a practical observation if required.

Step 4

Training

Fill in any gaps in your prior learning and achieve greater qualifications through our online training courses.

Step 5

Qualified!

Your new certifications are Nationally Recognised and issued by our Registered Training Officer (RTO). You are now ready to pursue your new career and greater opportunities!