

COURSE CODE

BSB20115

COURSE

Certificate II in Business

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate II in Business

National Course Code: BSB20115 | TAFE NSW Code: BSB20115-01V02-19WIL-012

Qualification Level	Certificate II
Study Type	Part Time Day
Course Start Date	Anytime
Hours Per Week	3
Duration	18 Weeks
Delivery Locations	Wilcannia Campus
Course Fees	Subsidised Prices First Qualification: \$880.00 Second Qualification: \$1,050.00 Traineeship: \$870.00 Concession: \$160.00 Non-subsidised Prices Full Fee: \$3,540.00
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

Course Description

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Fee Details

Depending on your previous qualifications and experience your fee may decrease from the maximum shown.

Payment by instalment may also be available. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

Units

BSBITU203	Communicate electronically
BSBCMM201	Communicate in the workplace

BSBWHS201	Contribute to health and safety of self and others
BSBITU202	Create and use spreadsheets
BSBCUS201	Deliver a service to customers
BSBITU101	Operate a personal computer
BSBWOR202	Organise and complete daily work activities
BSBINM201	Process and maintain workplace information
BSBITU201	Produce simple word processed documents
BSBWOR204	Use business technology
BSBIND201	Work effectively in a business environment
BSBWOR203	Work effectively with others

Entry Requirements

There are no entry requirements for this qualification

Information Sessions and more about the course

Workshops will be held by adobe connect from the Wilcannia Campus or off campus providing the student has an internet connection and a suitable device to connect and access the classroom, please contact Judith.Louvel 0880826843 for dates and times.

This course will be conducted at the TAFE Wilcannia Campus or off campus or off campus providing the student has an internet connection and a suitable device to connect and access the classroom. You are also required to do additional work outside of the classroom sessions. There will be a weekly three hour classroom session delivered at the Cobar campus for 18 weeks. The bulk of the course must be completed via self-directed study in your own time where you will be able to connect with your teacher via email and phone.

How to Enrol

Please contact the TAFE West Region Hotline 131601