

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: BSB20115-01V03-19ARM-026

Qualification Level	Certificate II
Study Type	Blended
Course Start Date	Anytime
Hours Per Week	15
Duration	36 Weeks
Delivery Locations	Armidale
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$880.00            Second Qualification: \$1,050.00            Traineeship: \$870.00            You may be eligible for the NSW Smart &amp; Skilled <b>Fee Free</b> Traineeship which will be verified at enrolment.            Concession: \$160.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$3,620.00</p>
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

## Course Description

The nationally accredited Certificate II in Business will improve your employment options and prepare you for further study. Start here to develop your business administration skills and land a rewarding job as an administration assistant in the industry of your choice.

### LEARN NEW SKILLS

Through theory and practical course work, you will learn:

- Basic computer skills
- Basic typing skills
- Office administration and support
- How to work in a business environment
- Sustainable work practices
- How to work in teams and on your own
- Workplace health and safety principles

### DEVELOP YOUR TALENT

Develop other personal qualities:

- Confidence dealing with people in a business environment
- Learn self-motivation
- Advance your written and verbal skills
- Become an expert at managing priorities

## **ACHIEVE YOUR GOALS**

Success in this course will provide you with:

- A nationally recognised qualification at Certificate II level
- Skills that can be used in any industry

## **Career outcomes and job roles:**

- Administration assistant

## **GROW YOUR CAREER**

Continue your study journey with:

- Certificate III in Business Administration
- Certificate III in Business Administration (Medical)
- Certificate III in Business Administration (Education)
- Certificate III in Business Administration (Legal)
- Certificate III in Business
- Certificate IV in Business Administration
- Certificate IV in Business

## **INDUSTRY DEMAND**

In November 2018, there were over 1.78 million clerical and administrative workers nationally, an increase of 6.9% over the past five years, with general clerk the second highest employing occupation nationally, with 281,800 workers.

Administrative professionals with technical skills to use organisational systems are in greatest demand, and have opportunities to move up to high-paying administrative roles.

# **Entry Requirements**

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

## **TRAINING PACKAGE REQUIREMENTS**

There are no Training Package entry requirements for this qualification.

## **TAFE NSW REQUIREMENTS**

There are no TAFE NSW entry requirements for this qualification.

## **LICENSING REQUIREMENTS**

No licensing, legislative or certification requirements apply to this qualification.

## **BE PREPARED**

To be prepared for this course, it is recommended that you have:

- Some experience in using computers
- An interest in working in an office environment

If you need support in preparation for study, contact us about your options.

# Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601.

Flexible learning is perfect for those who are currently working or needing to study by distance. In addition to being able to study at home using our online resources, you will also have the opportunity to attend class to take advantage of teacher support. You are required to complete approximately 15 hours of study per week to meet required outcomes. You will be provided with a pre-planned schedule of units for completion.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

## Attendance

Supported learning using online resources with the added option of attending face to face classes on campus. Your teacher will advise of class day and times.

## Fee Details

### SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

### READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

### RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

## How to Enrol

Please contact the TAFE West Region Hotline on 131601.

Find out more about [Applying and Enrolling](#)

# Units

BSBWHS201	Contribute to health and safety of self and others
BSBCMM201	Communicate in the workplace
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBINM201	Process and maintain workplace information
BSBINM202	Handle mail
BSBITU111	Operate a personal digital device
BSBITU112	Develop keyboard skills
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology