

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: BSB20115-01V03-19C00-026

Qualification Level	Certificate II
Study Type	Part Time Day
Course Start Date	Anytime
Hours Per Week	5
Duration	18 Weeks
Delivery Locations	Coomealla Campus
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$880.00            Second Qualification: \$1,050.00            Traineeship: \$870.00            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

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.

Recommended textbooks can be purchased online or borrowed through the local TAFE library.

## Units

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
BSBITU213	Use digital technologies to communicate remotely
BSBWHS201	Contribute to health and safety of self and others
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology

## Entry Requirements

There are no entry requirements for this qualification

## Information Sessions and more about the course

Attend an information session with the teaching staff, discuss the course and get more information about enrolment and next steps.

Date: 27 June 2019

Time: 5:00pm to 5:30pm

Location: Coomealla TAFE Campus, Room AG07

Teacher: Jodie Moes

CII Business will be conducted at the local TAFE Campus via adobe connect classes. Students are required to complete additional work outside of the classroom sessions.

## Attendance

Weekly sessions are conducted by adobe connect from the local TAFE Campus. Each session will run for 3hrs across the 18weeks. Timetable will be provided to the student upon enrolment

## How to Enrol

Please contact the TAFE West Region Hotline on 131601.

**Information as of 18 Jul 2019**