

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: BSB20115-01V03-190RA-029

Qualification Level	Certificate II
Study Type	Blended
Course Start Date	Anytime
Hours Per Week	2
Duration	1 Year
Delivery Locations	Orange College, March Street Campus
Course Fees	<b>Subsidised Prices</b> First Qualification: \$880.00 Second Qualification: \$1,050.00 Traineeship: \$870.00 Concession: \$160.00 <b>Non-subsidised Prices</b> 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

BSBCMM201	Communicate in the workplace
BSBCUS201	Deliver a service to customers

BSBINM201	Process and maintain workplace information
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

This course is designed to help learners to develop basic skills in an office environment. It is an ideal course for job seekers, school leavers and career changers to assist them in gaining a qualification to apply for positions in the fields of reception and office administration.

Once learners have successfully completed this course they will be entitled to a Nationally recognised qualification in BSB20115 - Certificate II in Business. Units of competence in this qualification will give learners the skills for:

- Planning, organising and completing daily work activities as per business requirements
- Identifying and establishing customer needs through superior customer and client service techniques
- Increasing efficiency of day to day operations by using the appropriate software and business technology
- Minimising risks with effective application of Workplace Health and Safety
- Effectively communicating electronically and contributing to workplace innovation.

They will then be able to articulate to BSB30415 - Certificate III in Business Administration or BSB31115 - Certificate III in Business Administration (Medical).

For successful completion of this course you will need:

- USB
- folder
- notepad
- pen

TAFE West conditions of entry to this course are the ability to work independently.

## Attendance

Part time course. Expectations are students will complete study outside of these hours and adhere to the training plan which sets out start and completion dates of course and units. 1 evening per week (Tuesday). Hours - 6pm to 8pm.

## How to Enrol

Please contact the TAFE West Region Hotline 131601