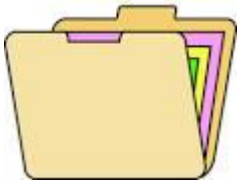


Certificate II in Business

(BSB20115)



RTO Registration # 52499



Twelve Units of Competency are required to achieve this qualification:

- BSBWHS201 – Contribute to health and safety of self and others [C]
- BSBIND201 – Work effectively in a business environment [E]
- BSBINM201 – Process and maintain workplace information [E]
- BSBWOR202 – Organise and complete daily work activities [E]
- BSBCMM201 – Communicate in the workplace [E]
- BSBWOR203 – Work effectively with others [E]
- BSBWOR204 – Use business technology [E]
- BSBINM202 – Handle mail [E]
- BSBCUS201 – Deliver a service to customers [E]
- BSBITU201 – Produce simple word processed documents [E]
- BSBITU202 – Create and use spreadsheets [E]
- BSBITU203 – Communicate electronically [E]

This qualification will enable you to

Gain practical skills and knowledge in:

- Undertake simple computer tasks
- Provide basic administrative support within an office environment
- Word processing and business correspondence
- Use of spread sheets
- Typing with speed and accuracy
- Working as part of a team
- Operating and maintaining general office equipment

This qualification will provide you with basic employment skills and is mainly used as a stepping-stone for higher level courses.

Duration: Delivered as a 'stand-alone' course over two semesters.

Cost: \$80 per year to cover consumables and issue of certificate.

Nominal Hours: 285

Pre-requisite: Must know how to operate a personal computer

Pathway: Certificate III in Business / Admin assistant / Receptionist