

Certificate II in Business – BSB20107

A Certificate II in business builds a career in the business/office workplace learning the skills and knowledge to confidently work as a general office assistant. This qualification develops your knowledge, understanding and application of clerical, administrative and secretarial practices. Students should expect entry-level employment through this course in the private or public sector in a small or large enterprise.



Both individuals and organisations will benefit from the program as skills and knowledge directly applicable to the workplace are clearly indicated and demonstrated.

Who is the courses aimed at?

The course is designed for individuals who are intending to gain employment or advancement in business and to gain formal qualifications. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include - customer service advisor, receptionist, data entry operator, general administration clerk, payroll officer, typist, word process operator.



Content

The qualification is competency based and is gained by providing evidence of competency in the units. Participants carry out assessment projects directly related to the workplace and can create immediate benefits for the organisation. Participants are provided with learning and assessment guides to lead them through the program and complete workplace based assignments.



Certificate II in Business – BSB20107

The BSB20107 Certificate II in Business comprises of twelve (12) units. Competencies are required in all 12 units.

The course can be adapted to suit an industry or employer requirements.

Units of Competency

BSBOHS201A	Participate in workplace safety procedures
BSBIND201A	Work effectively in a business environment
BSBWOR202A	Organise and complete daily work activities
BSBCMM201A	Communicate in the workplace
BSBWOR203A	Work effectively with others
BSBWOR204A	Use Business Technology
BSBCUS201A	Deliver a service to customers
BSBITU203A	Communicate Electronically
BSBITU201A	Produce simple wordprocessed documents
BSBITU202A	Create and use spreadsheets - Excel
FNSICGEN305A	Maintain daily financial/business records
BSBINM202A	Handle Mail



Bookings Essential
9410 1880

Duration

This program is trainer-led, classroom based and is held at Maxis Solution, Chatswood. Time – 20 days – allow extra time for assignment and assessment time. Nominal Hours 325

Recognition of Prior Learning

Recognition of Prior Learning is available to those who have demonstrable competency and relevant experience in administration within a business office and/or other relevant qualifications for part or the whole of this Qualification. Please contact us for RPL/RCC Application form. Statements of Attainment can be issued for individual Units.

Fees

Certificate II in Business - \$1200 (GST free)

Participants are provided with learning and assessment guides, facilitator assistance, competency assessments and the issuance of qualification upon successful completion.

Individual units of competence can be undertaken at \$200.00 per unit.



NSW Vocational
Education & Training
Accreditation Board

