Business Online
Certificate II in Business

Do you want to work in administration? This course is designed for the beginner. It provides you with basic computing and communication skills for the workplace.

TAFE NSW Course No: 11733 | National Code: BSB20112 | Nationally Recognised Training
This course is delivered online.

Course delivery
This online program allows you to complete your Certificate II in Business within 18 weeks. Studying online, anywhere, anytime, means you can control your own learning at a pace you are comfortable with. We advise students work about six hours per week (guideline only) in order to complete the qualification. A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

Course structure
This course requires twelve (12) units of competency. The units delivered in this course are:

- BSBWHS201A  Contribute to the health and safety of self and others
- BSBCM201A  Communicate in the workplace
- BSBUSUS201A  Participate in environmentally sustainable work practices
- BSBWOR202A  Organise and complete daily work activities
- BSBWOR203B  Work effectively with others
- BSBCUS201B  Deliver a service to customers
- BSBITU101A  Operate a computer
- BSBWOR204A  Use business technology
- BSBITU201A  Produce simple word processed documents
- BSBITU202A  Create and use spreadsheets
- BSBITU203A  Communicate electronically
- ICPMM263C  Access the internet

Career Opportunities
Job roles and titles vary across different industry sectors. Whether you want to work as an administration assistant, data entry operator, desk clerk, office junior or receptionist, this course allows you to learn and apply your skills and knowledge in a flexible way that suits you.
Career pathways
Students who complete this course can go on to the Certificate III in Business Administration and may continue further with a pathway that leads to an Advanced Diploma course from the BSB07 Business Services Training Package. Students who complete a Diploma or Advanced Diploma may also apply for direct entry into the Australian Catholic University or Macquarie University or may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at The Northern Sydney Institute’s Crows Nest Campus. For further information about our degree programs go to www.nsi.edu.au/degreetransfers

Recognition of Prior Learning
TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited towards a course of study. Your online program will provide you with information on assessing your own skills against the qualification. For further general information call 131 674 or go to www.nsi.edu.au/recognition.

How to register
For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4518.

Terms and Conditions
Registration and payment are required to confirm your place and must be received before you commence your online studies. Cancellations advised in writing more than seven (7) days prior to course commencement are eligible for a full refund. Once a student has commenced their studies, there is a seven (7) day cooling off period. Any cancellations made within that seven (7) days will receive a full refund except an administrative fee of $150. If a course is cancelled you are entitled to a full refund.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at 12 July 2013. Changes may have taken place since that time.

Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

For further information:
Phone: 131 674
Email: nsi.onlinecourses@tafensw.edu.au
The Northern Sydney Institute, part of TAFE NSW
Crows Nest Campus
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