CERTIFICATE II IN BUSINESS (BSB20115R1-01V01)

Gain basic computing and communication skills for the workplace in this beginner course so you can work in administration.

**COURSE DELIVERY**
This online program allows you to complete your Certificate II in Business within six months. Studying online, anywhere, anytime means you can control your own learning at a pace you are comfortable with.

A dedicated online 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:

- BSBWHS201 Contribute to the health and safety of self and others
- BSBCM201 Communicate in the workplace
- BSBSUS201 Participate in environmentally sustainable work practices
- BSBWOR202 Organise and complete daily work activities
- BSBWOR203 Work effectively with others
- BSBCUS201 Deliver a service to customers
- BSBITU101 Operate a computer
- BSBWOR204 Use business technology
- BSBITU201 Produce simple word processed documents
- BSBITU202 Create and use spreadsheets
- BSBITU203 Communicate electronically
- ICPMM263 Access the internet

Unlock your potential. It starts here.  
**Call** 131 674 or visit nsi.edu.au/studyonline
CAREER OPPORTUNITIES
On completion of this qualification, you will be able to work across a broad range of job roles across different industry sectors.
Apply for positions as:
• Administration Assistant
• Data Entry Operator
• Desk Clerk
• Office Junior
• Receptionist.

LEARNING 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 a diploma or advanced diploma course from the BSB 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 nsi.edu.au/degreeprograms.

TERMS AND CONDITIONS
» Withdrawals must be submitted on the 2016 Withdrawal/Refund Application form for VET FEE-HELP students.
» Students withdrawing from a unit of study after an advertised Census date, will be liable for the TAFE NSW full tuition fee or VET FEE-HELP debt for that unit of study.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at April 2016. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

THE BENEFITS OF OUR CERTIFICATES

ONLINE OR FACE-TO-FACE
Fit study around your work and lifestyle. Choose what method works best for you.

RECOGNITION OF PRIOR LEARNING
Get your prior learning or experience credited towards a course of study.

VET FEE-HELP
VET FEE-HELP is available for eligible students so that you can study now and pay later.

GOVERNMENT SUBSIDISED
The government will pay part of your fee and you pay the balance if eligible.

CONTACT US FOR MORE INFORMATION
(02) 9448 4518 nsi.onlinecourses@tafensw.edu.au
nsi.edu.au/studyonline