

Certificate II in Business (BSB20107)

Who is this course for?

The course is especially designed for those who are interested in a future in Business Administration. Successful completion of this course can lead to futures careers as:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist

CORE UNITS

BSBOHS201A Participate in OHS processes

ELECTIVE UNITS

BSBITU201A Produce simple word processed documents

BSBITU202A Create and use spreadsheets

BSBITU203A Communicate electronically

BSBCMM201A Communicate in the workplace

BSBWOR202A Organise and complete daily work activities

BSBWOR203A Work effectively with others

BSBWOR204A Use business technology

What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires twelve (12) units of competency.



BSBCUS201A Deliver a service to customers

BSBIND201A Work effectively in a business environment

BSBINM201A Process and maintain workplace information

BSBINM202A Handle mail

BSBINN201A Contribute to workplace innovation

FNSICGEN305A Maintain daily financial/business records

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

HB Training is a Registered Training Organisation delivering accredited training in Business, Retail, Financial Services, Information Technology and Training and Assessment.

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