



CASTLE PERSONNEL

BSB20107

**Certificate II in
Business**



BSB20107 Certificate II in Business

The Castle Personnel, Certificate II in Business will equip you with skills and knowledge to begin a career in the Business industry. This course gives you a solid grounding in skills that apply to all business roles.

This course covers essential skills, such as communication, teamwork, use of business technology, processing financial documents and information handling.

This course delivers foundation knowledge and skills required to enter employment as a clerical or administrative worker across all industries.

The Certificate II in Business is for people who may have some exposure or no experience in Business and those wishing to move into this area in all industries.

At the end of the course, graduates will have competencies which may provide job opportunities as receptionists, clerks, junior secretaries, administrative clerks and word processor operators

Our target audience in particular is:

- CPS clients with various degrees and types of disability and disadvantage.
- These clients may be as young as 15 years, but generally 18 years or older. The clients have preceded these courses with "transition to work" or "community participation" programs.
- Other client groups are refugees, those from non-English speaking backgrounds, indigenous and long term unemployed. Some live in family situations, group homes or independently. Some clients are supported through times of illness or short term incarceration to ensure the momentum of education is not lost.



Entry requirements: A Good command of English language and numeracy and access to a computer

Qualification length: Full Time – 14Weeks - Can be completed at a pace to suit the student
The Castle Personnel Services Certificate II in Business includes:

- classroom based learning including lectures and guest speakers at our venue
- setting up our room and using a range of equipment to simulate a business admin environment
- practice exercises that reinforce the required interpersonal skills
- simulated learning activities in the classroom in small groups and pairs
- video and audio visuals to illustrate different business practices
- student activity workbooks to support learning
- independent reading, preparation and learning exercises between classes.

QUALIFICATION DETAILS

Subject Code	Unit Code	Unit title
BS01	BSBOHS201A	Participate in OHS Processes
BS02	BSBCMM201A	Communicate in the workplace
	BSBCUS201A	Deliver a service to customers
BS03	BSBIND201A	Work effectively in a business environment
	BSBWOR202A	Organise and Complete daily work activities
	BSBWOR203A	Work effectively with others
BS04	BSBWOR204A	Use business technology
	BSBITU201A	Produce simple word processed documents
	BSBITU203A	Communicate electronically
BS05	BSBINM201A	Process and maintain workplace information
	BSBINM202A	Handle Mail
BS06	BSBSUS201A	Participate in environmentally sustainable work practices

CONTACT US

HEAD OFFICE :

242 Maitland rd

Mayfield

NSW 2304

Ph: (02) 40142222

Fax: (02) 40142233

Email: castle@castlepersonnel.com.au

Website: <http://www.castlepersonnel.com.au/solutions/>