

*Kick start your career with a*

# Certificate II in Business

from the Nationally Accredited  
Business Services Training Package

RTO Number: 320418  
National Provider: 90091

## Business Qualification Summary

This course is the first step into the business world. It is especially designed for those who are seeking entry level qualifications into the wide business world careers of clerical, office or administrative assistants and support staff in offices. The skills you learn will enable you to work in many different business situations, increasing your value as an employee and broadening your knowledge of business operations. This course enables a pathway into the very useful Diploma of Business. Those who successfully complete the course will gain a nationally recognised *Certificate II in Business*.

This Accredited Training is Free to eligible candidates who are 25 yrs or over, do not have a Year 12 (or equivalent) qualification or a Vocational Certificate II Qualification

## Units include:

- BSBCM201A Work effectively in a business environment
- BSBCM202A Organise and complete daily work activities
- BSBCM203A Communicate in the workplace
- BSBCM204A Work effectively with others
- BSBCM205A Use business technology
- BSBCM207A Prepare and process financial/business documents
- BSBCM208A Deliver a service to customers
- BSBCM211A Participate in workplace safety procedures
- BSBCM212A Handle mail
- ICAU1128A Operate a personal computer
- BSBCM213A Produce simple word processed documents
- BSBCM214A Create and use simple spreadsheets

**For further enquiries or register your interest,  
please call us on  
(02) 8669 2300**

*Training is funded through the Australian Skills Vouchers Programme. Australian Skills Vouchers is an Australian Government Initiative.*

