

Community Partnerships @ Work 2010 Vocational Training Course

Business Administration (Options) TAFESA Top Up

(part of Cert 2 in Business) BSB20107

This course develops some of the skills & knowledge required to work in an office.

Desired attributes:	Have a genuine interest in office work as a career pathway, and possess good interpersonal skills, have a good memory, be efficient and speedy, enjoy working with people.
Career Pathways:	Prefer year 11 or 12. Refer to www.myfutures.edu.au for career pathway information
Location:	TAFESA. Noarlunga Campus
Duration:	Varies in Semester 1 or 2 (dates TBA)
Training Provider:	TAFESA RTO 40161
Times:	(times TBA)
Approx Cost:	RTO fee = vary from \$60.00 - \$279.00. Concession prices available Brokerage Fee = \$77.00 (5 days or less); \$110.00 6 days or more
Work Placement:	We strongly recommend students undertake a week of relevant work experience to back up this course.
Student requirements:	⇒ Interview prior to acceptance with TAFE Lecturer - Isobelle Brett ⇒ Bring basic writing materials to each session ⇒ If ill, it is expected that the student will phone the Business Office on 8207 3970 the morning of the absence.
Contact:	Isobelle Brett 8207 3696
Class restraints:	Top Up TAFE vacancies if selecting Option 1

Either

OPTION 1 - SCHOOL STUDENT ATTENDING EXISTING CLASS AT TAFE – examples of cost – all units in Cert II in Business are available.

Code	Name	Nom Hrs	Cost (2008)	Start Date /
BSBWOR204A	Use Business Technology	20	\$65.00 Conc \$26.00	TBA
BSBINM202A	Handle Mail	15	\$48.75 Conc \$19.50	TBA
BSBWOR202A	Organise & complete daily work activities	20	\$65.00 Conc \$26.00	TBA
BSBITU102A	Develop keyboard skills	40	\$130.00 Conc \$52.00	TBA
BSBITU201A	Produce simple word processed documents	60	\$195.00 Conc \$78.00 Materials \$25.00	TBA
BSBITU202A	Create & use simple spreadsheets	20	\$65.00 Conc \$26.00 Materials \$25.00	TBA
BSBITU303A	Design & develop text documents	90	\$292.50 Conc \$117.00 \$25 materials	TBA

OR

OPTION 2 - VET CLASS AT TAFE

Alternatively students can attend a 3 hour morning session or 3 hour afternoon session or both (all day) on a MONDAY for 10 weeks starting on 15 March in a class that has been set up for school students. In this class for a ONCE ONLY fee of \$560 you can study as many units as you can manage.

NB when completing the Expression of Interest Form please indicate your Units(s)

*Any queries about this course, contact the Program Co-ordinator on ph: 8326 4543 or mob: 0418 891 877
Details correct at 11 Mar 2010*

BUSINESS SERVICES – NOARLUNGA CAMPUS

Certificate II in Business

National Code - BSB20107 - State Code: FTD

This course will prepare you to work in the private or public sector in an enterprise. You may work as an administration assistant, clerical worker, data entry operator, information desk clerk, office junior or receptionist or in a position that requires a combination of these skills. This certificate contains all of the skills required to work in a business office environment.

Delivery Period: This program is delivered over 6 months full-time study or equivalent part-time.

Pathways into the qualification: Preferred pathways include

- Achieving or providing evidence of competency in Cert I in Business or other relevant qualification
- Vocational experience

Entry requirements: SATAC Minimum Entry Requirements may apply. There are no prerequisite requirements for individual units of competency

Pathways from the qualification: Upon completion of this course you can apply for BSB30107 Certificate III in Business Administration or other relevant qualifications

Study Options and Locations: Units may differ according to campus

On Campus – Adelaide and Noarlunga Campuses

Off Campus - Distance Learning Programme

Packaging Advice: Requiring 12 units for the qualification

Minimum of 8 units from the units listed below, including the unit BSBOHS201A.

- ❖ And 4 units from the Business Services Training Package or any other endorsed Training Package, of which a minimum of 2 units must be from a qualification at AQF level II; a maximum of 2 units may be included from lower or higher levels in this qualification

National Code	Unit of Competency	Nominal Hours	State Code
Compulsory Core – 1 unit			
BSBOHS201A	Participate in OHS processes	20	FTMB
Elective Units – select 11 units from this list			
BSBINM201A	Process and maintain workplace information	30	FTMN
BSBINM202A	Handle mail	15	FTMP
BSBIND201A	Work effectively in a business environment	30	FTNC
BSBCMM201A	Communicate in the workplace (<i>Distance Learning only</i>)	40	FTNF
BSBCUS301A	Deliver and monitor a service to customers (enrol in this unit)	35	FTNM
BSBCUS201A	Status received for Deliver a service to customers	40	FTNL
BSBITU303A	Design and produce text documents (enrol in this unit)	90	FTPC
BSBITU201A	Status received for Produce simple word processed documents	60	FTNX
BSBITU203A	Communicate electronically	20	FTNZ
BSBITU304A	Produce spreadsheets (enrol in this unit)	35	FTPD
BSBITU202A	Status received for Create and use spreadsheets	30	FTNY
BSBITU307A	Develop keyboarding skills & accuracy (<i>Consider RPL application</i>)	50	FTPH
BSBITU102A	Status received for Develop keyboard skills	40	FTNW
BSBWOR202A	Organise and complete daily work activities	20	FTPT
BSBWOR204A	Use business technology (<i>On campus only</i>)	20	FTPX
FNSICGEN305B	Maintain daily financial/business records	30	GEDA

❖ Other units may be available at Adelaide City Campus