Certificate II in Business

Careers
This qualification prepares students to find employment as office administration assistants, clerical workers, receptionists and personal assistants. This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

Vocational Qualifications
Certificate Levels: Level I to Level IV
- Certificate III in Business Administration BSB30407
- Certificate II in Creative Industries CUF20107
- Certificate III in Media CUF30207
- Certificate IV in Screen & Media (Animation) CUF40207
- Certificate II and III in Information, Digital Media and Technology ICA20112/ICA30112
- Certificate II in Community Services Certificate III in Community Services Work CHC20112/CHC30112
- Certificate II in Tourism Certificate III in Travel SIT20107/SIT30107
- Certificate II in Sport & Recreation SIT20107
- Certificate II in Hospitality (Kitchen Operations) SIT20107
- Certificate III in Food Processing (Cellar Operations, Viticulture) FDF10111 under Auspice with TAFESA

Diploma & Advanced Diploma
- Diploma of Screen & Media (Film-making – Media Arts Production Skills) CUF50107
- Advanced Diploma of Screen & Media (Film-making – Media Arts Production Skills) CUF60107

ASQA Scope Registration pending
- Certificate II in Education and Skills Development 40625SA

Other Courses
A wide range of other courses including:
- Specialised IT courses
- Computing courses
- SACE Stage 1 subjects

Skills for All
Hamilton Secondary College RTQ is a Skills for All Training Provider. This course is funded through the Government of South Australia’s Skills for All initiative. Eligibility criteria apply.
Certificate II in Business
BSB20107

About Certificate
This qualification is designed to develop office skills to the standard demanded by employers. The competencies are delivered via a virtual enterprise which provides students with practical situations to enhance their learning.

In the modern office, the responsibility of personal assistants, customer service officers and administrative officers may include a wide range of tasks eg reception, financial transactions, public relations and preparation of business correspondence ready for mailing.

Certificate II in Business focuses on procedural skills, general administrative work and personal management, as well as gaining knowledge and understanding of the environment in which business operates. Keyboarding and word processing are central to this Certificate. Students learn to produce business-standard work using current word processing software.

Work placement
A placement of 40 hours is required to complete the Certificate. This assists students to learn the range of routines and tasks required for the office environment.

Certificate III in Business Administration
BSB30407

About Certificate
This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team. Job roles include Clerk, Data Entry Operator, Office Administrator and Word Processor Operator.

Careers
This qualification builds on Certificate II Business skills and knowledge. Students will learn computer-based accounting which will enable them to understand and apply modern accounting principles to financial record keeping. Databases and word processing will extend the skills gained in previous units. Powerpoint introduces students to electronic presentations. Keyboarding is a core competency and students need to have proficiency in this skill.

Pathways
Certificate IV in Business Administration

Entry requirements
Interview with Trainer to demonstrate background and interest in business/office administration careers.

Uniform
Students will be required to wear a uniform (polo t-shirt) and name badge.

Competencies
- BSBHHS201A Participate in OHS processes (Core)
- BSBCUS201B Deliver a service to customers
- BSBIND201A Work effectively in a business environment
- BSBNM201A Process and maintain workplace information
- BSBNM202A Handle Mail
- BSBCMM201A Communicate in the workplace
- BSBITU201A Produce simple word processed documents
- BSWSWR203B Work effectively with others
- BSWSWR203A Organise and complete daily work activities
- BSWSWR203B Use business technology
- BSWSUS201A Participate in environmentally sustainable work practices
- BSBITU203A Communicate electronically

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- BSBHHS201A Participate in OHS processes (Core)
- BSBITU307A Develop keyboard speed and accuracy (Core)
- BSBFIA302A Process payroll
- BSBFIA303A Process accounts payable and receivable
- BSBFIA304A Maintain a general ledger
- BSBADM301B Organise schedules
- BSBITU302A Create electronic publications
- BSBWRT301A Write simple documents
- BSWSWR203A Organise personal work priorities and development
- BSBWSWR203A Use business technology
- BSWSUS201A Participate in environmentally sustainable work practices
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBSUS201A Maintain financial records

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