Study today, Success tomorrow.

CHILDCARE • BUSINESS • TECHNOLOGY • WHS

The mission of Diversity Skills Training is to be a leading academic institute in Australia by providing students with high quality education designed to meet their vocational goals in an efficient, professional, compliant and safe learning environment.

Diversity Skills Training is a Nationally accredited training provider delivering a wide scope of courses to the diverse community across Australia.

The ethos of Diversity Skills Training is based on proven experience in the training area and an understanding of local cultural diversity. Diversity Skills Training believes in the transfer of knowledge and skills and therefore our vision is to assist all our students in developing themselves both personally and vocationally. Diversity Skills Training believes in a holistic approach to education. It offers students the opportunity to develop their potential in a stimulating educational environment that is warm, friendly, exciting and multicultural and free from discrimination and harassment.

With multi lingual trainers and tutors, Diversity Skills Training will engage and inspire and nurture all training clients to the completion of their qualification.

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National RTO code 91827
NSW | WA | QLD | VIC | NT | ACT | SA

Enrol Now! www.diversityskills.edu.au
Certificate II in Business - BSB20115

Overview

This course provides the skills and knowledge for an individual to be competent for a variety of office positions including Administrative Assistant, Clerical Worker, Data Entry Operator, Information Desk clerk, Office Junior, Receptionist.

This course is designed as an early introduction to the general area of Business studies. It ensures that the trainee develops skills in Office Software, customer relations, work health and safety (WHS), business systems and working with others. The course also includes a subject on sustainability in the workplace which is an important feature of the course especially with current business trends focusing on the reduction of energy usage, and recycling. All round, this course is a must for those returning to office or business life or entering the workforce for the first time.

Details

Entry Requirements

There are no formal prerequisites for this qualification, however, an initial assessment will be conducted to identify the ACSF level of the participants in the course.

Duration

8 months face to face or 12 months online.

Modules

<table>
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<tr>
<th>UNIT CODE</th>
<th>UNIT NAME</th>
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<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety to self and others</td>
</tr>
<tr>
<td>BSBCLIS201</td>
<td>Deliver a service to customers</td>
</tr>
<tr>
<td>BSBITLU201</td>
<td>Produce simple word processed documents</td>
</tr>
<tr>
<td>BSBITLU202</td>
<td>Create and use spreadsheets</td>
</tr>
<tr>
<td>BSBITLU203</td>
<td>Communicate electronically</td>
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<tr>
<td>BSBWOR202</td>
<td>Organise &amp; complete daily work activities</td>
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<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
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<tr>
<td>BSBWOR204</td>
<td>Use business technology</td>
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<tr>
<td>BSBIND201</td>
<td>Work effectively in a business environment</td>
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<tr>
<td>BSBINN201</td>
<td>Contribute to workplace innovation</td>
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<tr>
<td>BSBLSIS201</td>
<td>Participate in environmentally sustainable work practices</td>
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<tr>
<td>BSBINM202</td>
<td>Handle Mail</td>
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