





## BUSINESS

PREPARE FOR A SUCCESSFUL CAREER  
IN THE BUSINESS AND  
ENTREPRENEURSHIP WORLD



## CERTIFICATE II

Course Code: BSB20115 - CRICOS Code: 099485M

This course equips learners with the required basic skills and knowledge to successfully function in an entry level administrative position where they will perform a range of tasks under direct supervision in a business environment.

## CERTIFICATE III

Course Code: BSB30115 - CRICOS Code: 099486K

This course prepares learners for a variety of supporting roles where they will apply a broad range of competencies in a business environment, by extending their existing skill set.

## KEY HIGHLIGHTS



### Industry Engagement

We offer students the chance to engage with, meet and network with industry leaders through a variety of open channels including our own Info Night and Industry Insider.



### Practical Experience

Through our expert trainers and real-life case study approach, our graduates are job-ready faster. Our programs offer students industry internship placement opportunities.

## TIMETABLE

COURSES	DAY			EVENING			FULL DAY			DURATION
	SYD	MELB	N. SYD	SYD	MELB	N. SYD	SYD	MELB	N. SYD	
Certificate II in Business - BSB20115		✓ <sup>1</sup>	✓ <sup>1</sup>							3 TERMS 24 weeks
Certificate III in Business - BSB30115		✓ <sup>1</sup>	✓ <sup>1</sup>							5 TERMS 40-44 weeks

1 - From May 2019

■ Skills Development classes available at all campus locations

## CERTIFICATE II IN BUSINESS

BSBWHS201	CONTRIBUTE TO HEALTH AND SAFETY OF SELF AND OTHERS (CORE)
BSBSUS201	PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES
BSBCMM201	COMMUNICATE IN THE WORKPLACE
BSBCUS201	DELIVER A SERVICE TO CUSTOMERS
BSBIND201	WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT
BSBINM201	PROCESS AND MAINTAIN WORKPLACE INFORMATION
BSBWOR202	ORGANISE AND COMPLETE DAILY WORK ACTIVITIES
BSBWOR203	WORK EFFECTIVELY WITH OTHERS
BSBWOR204	USE BUSINESS TECHNOLOGY
BSBITU211	PRODUCE DIGITAL TEXT DOCUMENTS
BSBITU212	CREATE AND USE SPREADSHEETS
BSBITU213	USE DIGITAL TECHNOLOGIES TO COMMUNICATE REMOTELY

## CERTIFICATE III IN BUSINESS

BSBWHS302	APPLY KNOWLEDGE OF WHS LEGISLATION IN THE WORKPLACE (CORE)
BSBCMM301	PROCESS CUSTOMER COMPLAINTS
BSBCUS301	DELIVER AND MONITOR A SERVICE TO CUSTOMERS
BSBDIV301	WORK EFFECTIVELY WITH DIVERSITY
BSBWOR301	ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT
BSBWRT301	WRITE SIMPLE DOCUMENTS
BSBITU312	CREATE ELECTRONIC PRESENTATIONS
BSBITU313	DESIGN AND PRODUCE DIGITAL TEXT DOCUMENT
BSBITU314	DESIGN AND PRODUCE SPREADSHEETS
BSBITU306	DESIGN AND PRODUCE BUSINESS DOCUMENTS
BSBPRO301	RECOMMEND PRODUCTS AND SERVICES
BSBFLM312	CONTRIBUTE TO TEAM EFFECTIVENESS

## WHAT WILL I LEARN?

Certificate II and III in Business course equips learners with basic all-round business knowledge and extends your skills so that you can learn the basics of successfully contributing in a business environment. You will learn to communicate in the workplace, produce digital workplace documents, learn to process customer complaints, create presentations and apply knowledge of WHS legislation in the workplace.

Students  Central

A job searching platform that focuses on jobs that you can confidently apply to as international students.

**WHO IS THIS COURSE FOR?** The Certificate II and III in Business is designed for students who want to learn the basic skills to begin a successful career in Business in an English-speaking country. Through our expert trainers and real-life case study approach, our graduates are ready to progress to future courses and work placements faster.



## CAREER OUTCOMES

ADMINISTRATIVE ASSISTANT, ADMINISTRATIVE WORKER, OFFICE WORKER AND RECEPTIONIST

Your success starts at Greenwich | [greenwichcollege.edu.au](https://greenwichcollege.edu.au) | [info@greenwichcollege.edu.au](mailto:info@greenwichcollege.edu.au)