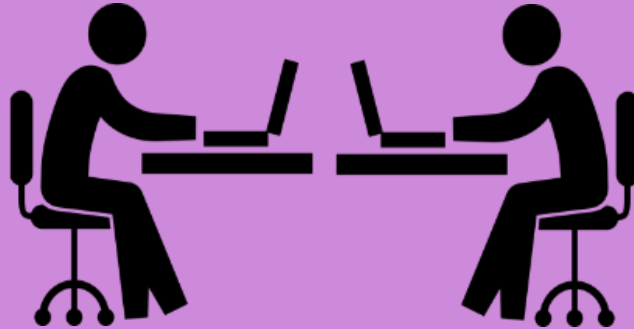


BE AMBITIOUS

BE EMPLOYED IN BUSINESS ADMINISTRATION



BSB20120 Certificate II in Workplace Skills

Course starts February 2025

Course Description

This course provides basic level training to work in an office.

Students will learn and practice skills in a small and supported class.

Course Content

Through a mix of theory and practical coursework, students will learn to:

- Operate a Computer
- Use Business Technology and Software
- Communicate Effectively
- Follow Workplace Health & Safety Procedures

Course Duration

Part Time: 8 hours per week
Mondays & Wednesdays
9.15am - 2pm

Start Date: 03/02/2025

End date: 03/12/2025

All students need to attend an interview with the Disability Teacher Consultant before they can enrol

ULTIMO CAMPUS

For All Enquiries Please Contact

TINA BINEPAL
Disability Teacher Consultant

t: 7921 3320

0435 077 627

e: tina.binepal@tafensw.edu.au

*COST Free for students registered
with a Disability Teacher
Consultant*