

Student Information

Detailed student information is available in our Student Handbook.

Assessment

All assessments will be based on the principles of competency-based training and assessment. In general, a holistic approach will be taken to assessment, using one or two integrated tasks which cover the unit requirements. Appropriate tasks may include role plays, compilation of a personal portfolio or research and preparation of an application. Students who do not attend class may not be assessed.

Recognition of Prior Learning

Applicants can apply for relevant work experience and prior informal learning obtained through training and education, to be assessed by an RPL process. Students should notify of their intention to apply for RPL. A fee will apply.

Certificate

Upon satisfactory completion of course qualification requirements, students will be issued a Certificate or Statement of Attainment for units successfully completed. For further information refer to your Student Handbook.

This course can lead into further study and or employment opportunities in the Community Services Field.

Mission Statement

Living Learning Pakenham Incorporated is committed to providing lifelong learning in a caring, professional, supportive community environment, which contributes to the economic, social and cultural development of individuals and the community.

Victoriaworks for parents returning to work

Helps parents who want to return to work meet the cost of retraining, books and Materials, course fees, transport and Childcare, for further information

Log on to

www.workforce.vic.gov.au/victoriaworks



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Adult Education
in the Community

Certificate II in Business BSB20107

Nationally Recognised Training



Living
learning
Pakenham

CERTIFICATE II in BUSINESS

BSB20107

This is an entry level course with no pre-requisite.

This course can lead directly into a range of education and training pathways programs including Certificate III in Business Administration.

The Certificate II course has a considerable homework load. Please note that computers are accessible to students by appointment.

Enrolment Information

Information Day

Wednesday 27th January 10 am—12 noon

Where and When?

Classes take place at Living Learning Pakenham 6B Henry St Pakenham on

**Tuesdays & Wednesday 9.30am-3.00pm
Plus flexi time of (computers are available on these flexi days)**

Course commences on **2nd February to 23rd June.**

Students must pay for textbooks in advance.

Course Costs

Registration:	\$10.00
Course Cost:	\$350.00
Concession cost:	\$105.00
Student Amenities	\$65.00
Text:	to be advised (Approx \$200)

Payment Plans are available. A Minimum deposit of **\$65 plus text** must be paid on enrolment.

BSBIND201A - Work effectively in a Business Environment

Covers the rights and responsibilities of employees and employers working and conducting business in accordance with the organizations goals.

BSBWOR202A - Organise and Complete Daily Work Activities

Covers the skills and knowledge required to organize, prioritise and complete own work activities and obtain feedback on work performance.

BSBITU102A - Develop Keyboard Skills

Covers the basic of using a keyboard helps develop touch typing skills for use in the office.

BSBWOR203A - Work Effectively with Others

Covers the skills required to work in a group environment such as promoting team commitment and cooperation and supporting team members.

BSBWOR204A - Use Business Technology

Covers skills required to select, use and maintain business technology using software to organize information and data.

BSBINM201A - Process and Maintain Workplace Information

Covers the skills required to collect, process, store and maintain workplace information and information technology systems.

BSBCUS201A - Deliver a Service to Customers

Covers the skills to identify customers needs and provide a service to customers within a prescribed framework.

BSBCOM201A - Communicate in the Workplace

Covers skills required to effectively including verbal, written and electronic correspondence used in the workplace.

BSBOHS201A - Participate in OHS Processes

Covers general Occupational Health and Safety requirements in business organisations.

BSBINM202A - Handle Mail

Covers receiving and distributing incoming mail, collecting and despatching.

BSBITU201A - Produce Simple Word Processed Documents

Using Microsoft Word 2007, learn to create and format, save files, use tables and navigate through the software package to create basic business documents including faxes, memos and routine letters.

BSBITU202A - Create and Use Simple Spreadsheets

Using Microsoft Excel 2007, learn to create and format simple spreadsheets, including charts, graphs and formulas for basic business documents.

Telephone 5941 2389 or drop into 6B Henry Street Pakenham