

(NATIONALLY RECOGNISED)

Prepare and process financial/business documents (BSBCM207A)

Source: Certificate II in Business (BSB20101)

Course Description: This unit covers the processing of financial transactions including petty cash, invoicing and banking in a business environment.

Underpinning Skills: None

Qualification Issued: Statement of Attainment

Study Materials Supplied: BSBCM207A workbook

Course Delivery: This unit is taught on an independent learning basis, where students work at their own rate through a workbook and series of structured exercises. A facilitator is available during the class to give personal assistance when needed.

Full-time/Part-time Study

Length of Course:

Up to 10 sessions

1 session = 3 hours

Total Course = 30 hours

(Can be completed over 10 days or up to 10 weeks)

Available:

Monday to Thursday from 9.00 to 12.00

Additional Materials:

None

10% DISCOUNT APPLIES TO HEALTH CARE & CONCESSION CARD HOLDERS