



Course Information

Certificate II in Business

BSB20115

QUALIFICATION STATEMENT

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these employment roles generally work under direct supervision.

EMPLOYMENT PROSPECTS

This qualification provides a pathway to work in various business settings.

POSSIBLE JOB TITLES INCLUDE:

- Junior Office Assistant
- Entry level Administration

ENTRY REQUIREMENTS

Nil. Individuals may enter BSB20115 Certificate II in Business with limited or no vocational experience and without a relevant lower level qualification.

PATHWAYS FROM THE QUALIFICATION

After achieving BSB20115 Certificate II in Business, graduates from this programme can undertake further training in the Certificate III in Business (Or a range of other Certificate III courses) through to Diploma Level to achieve a wide range of skills required within the Industry.

STUDY MODE

Full Time (Monday - Wednesday), Face to Face,

8:30 am - 4:15 pm

COURSE DURATION

26 weeks





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UNITS OF STUDY

CORE UNIT/S

BSBWHS201 Contribute to health and safety of self and others

ELECTIVES

BSBCMM201 Communicate in the workplace

BSBITU201 Produce simple word processed documents

BSBWOR204 Use business technology

BSBCUS301 Deliver and monitor a service to customers

BSBINM201 Process and maintain workplace information

BSBWOR202 Organise and complete daily work activities

BSBIND201 Work effectively in a business environment

BSBITU304 Produce spreadsheets

BSBWOR203 Work effectively with others

BSBSUS201 Participate in environmentally sustainable work practices

SITXFIN001 Process financial transactions and extract interim reports

LOCATION

Cairns Business College, 91 -97 Mulgrave Road, Parramatta Park, Qld 4870

COURSE DATES

Course can commence on any Monday during a Term.

Please contact the College for further information.

