



BSB20115 CERTIFICATE II IN BUSINESS

Qualification Code & Name:	BSB20115 Certificate II in Business
Course Structure	<p>To achieve this qualification, you must complete a total of 12 units.</p> <p>One core unit</p> <p>BSBWHS201 Contribute to health and safety of self and others</p> <p>and 11 of the specified elective units listed below</p>
Elective Units 11 required	<p>BSBCUS201 Deliver a service to customers</p> <p>BSBIND201 Work effectively in a business environment</p> <p>BSBINM201 Process and maintain workplace information</p> <p>BSBINM202 Handle mail</p> <p>BSBINN201 Contribute to workplace innovation</p> <p>BSBCMM201 Communicate in the workplace</p> <p>BSBITU211 Produce digital text documents</p> <p>BSBITU212 Create and use spreadsheets</p> <p>BSBITU213 Use digital technologies to communicate remotely</p> <p>BSBSUS201 Participate in environmentally sustainable work practices</p> <p>BSBWOR202 Organise and complete daily work activities</p> <p>BSBWOR203 Work effectively with others</p> <p>BSBWOR204 Use business technology</p> <p>BSBITU307 Develop keyboarding speed and accuracy</p>

Outcomes	<p>This course is for people who want to work as an office assistant in a business environment.</p> <p>You will learn:</p> <ul style="list-style-type: none"> • Skills to work in an office environment • Knowledge about different business situations • How to use a range of business equipment, such as computers and printers • Office procedures. <p>Disclaimer: JobQuest does not in any way guarantee that a student will obtain employment by completing this training program</p>
Training Pathways	<p>Traineeship, Assessment only, Recognition of Prior Learning, Fee for Service.</p> <p>Upon completion of this qualification learners could progress to a Certificate III in Business or Business Administration.</p>
Delivery Mode	<p>Employment Based – You complete the qualification whilst employed as a traineeship</p> <p>Delivery will include the use of internet based learning and assessment platforms.</p>
Duration of Training	<p>A traineeship is contracted for a 12 month period and part-time Traineeships are for longer periods. This information is provided at indenture and enrolment.</p>
Eligibility	<p>Eligibility requirements may apply for some government subsidised training programs.</p>

For more information contact JobQuest on 02 49609024
or email: mail@jobquest.org.au