



BSB20115 Certificate II in Business

The Certificate II in Business course is designed for students in Years 11 and 12 who are interested in developing skills required to work in a business environment. This qualification provides the skills and knowledge for students to work in an office environment under supervision.

During the course students will undertake studies in the following units:

BSBWHS201	Contribute to health and safety of self and others
BSBCMM201	Communicate in the workplace
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBINM201	Process and maintain workplace information
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spread sheets
BSBITU203	Communicate electronically
BSBITU302	Create electronic presentations
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology

Assessment in this course is competency based. Students will be required to demonstrate their ability to perform each of the above units consistently over time in order to be considered competent. This course is a self-paced qualification whereby students will work independently, under the supervision of our Business Trainer. We anticipate the qualification will be completed within 12 months.

Work placement is a key element of this course and students are required to undertake a minimum of 5 days placement in order that they are able to practice the skills they have learnt in the workplace. This work placement is to take place during school holidays.

For more information on this programme please contact our Business Trainer,
Mrs. Leanne Gordon, by email, lgordon@asas.qld.edu.au

*Please note that course content is subject to change.
Students will receive a final outline with their Student Information Booklet.
Registered Training Organisation: 30211
Information correct as at 05 August 2016*