


**BSB20115 CERTIFICATE II IN BUSINESS**

<p><b>Qualification Name:</b></p>	<p>BSB20115 CERTIFICATE II IN BUSINESS</p> 
<p><b>Course Structure</b></p>	<p>To achieve this qualification, you must complete a total of 12 units.</p> <p>One core unit BSBWHS201 and 11 of the specified elective units.</p>
<p><b>Core Unit</b></p> <p><b>Elective Units</b></p> <p><b>Choose 11</b></p>	<p>BSBWHS201 Contribute to health and safety of self and others</p> <p>BSBITU307 Develop keyboarding speed and accuracy</p> <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>BSBITU201 Produce simple word processed documents</p> <p>BSBITU202 Create and use spreadsheets</p> <p>BSBITU203 Communicate electronically</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><b>Outcomes</b></p>	<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"> <li>• Skills to work in an office environment</li> <li>• Knowledge about different business situations</li> <li>• How to use a range of business equipment, such as computers and printers</li> <li>• Office procedures.</li> </ul>
<p><b>Training Pathways</b></p>	<p>Traineeship, Assessment only, Recognition of Prior Learning, Fee for Service.</p> <p>Upon completion of this qualification learners could progress to a Certificate IV in Business or Business Administration.</p>
<p><b>Delivery Mode</b></p>	<p>Employment Based* – You complete the qualification whilst employed.</p> <p>Classroom Based* - You attend group workshops with other learners and complete the units in a classroom type environment.</p> <p>*Subject to availability</p>
<p><b>Eligibility</b></p>	<p>Eligibility requirements may apply for some government subsidised training programs. Contact JobQuest for more information</p>

For more information contact Robyn at JobQuest on 02 49609024  
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