



# BSB20115

## Certificate II in Business

### COURSE OVERVIEW

- The BSB20115 Certificate II in Business qualification gives graduates a general entry level qualification which has broad application across a wide range of industries. The roles associated with this qualification are normally junior administrative roles performing a range of routine tasks using limited skills and a well defined environment.

- This qualification is suitable for a new employee or junior staff member looking to work in an administrative capacity across a wide range of business operations. The course is also a perfect introduction for those people who wish to learn to use a range of office technology, including how to send emails, compile formal letters and use basic spreadsheets.
- The course is fully accredited nationally recognised training.



**AUSTRALIAN COLLEGE OF SKILLS AND EDUCATION**

## COURSE ENTRY REQUIREMENTS

- There are no formal entry requirements for this course.
- Prospective learners are expected to be able to pass a Language, Literacy and Numeracy assessment to determine their ability to enrol in the program.
- The program does not require you to have any pre-existing computer or technology skills.

## DURATION & STRUCTURE

- The course combines face to face classroom based learning and assessment and some self paced study. You will have up to 6 months to complete your training.
- Candidates may also elect to study the program in its entirety by distance learning, commencing anytime and working flexibly at their own pace. This is called supported distance learning, as you will have access to a trainer via the student portal as required. To do this, students will be required to study at least 21 hours a week or 84 hours per month.

## POTENTIAL JOB ROLES

Potential job roles on completion of this program include

- Store Person
- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Receptionist
- Desk Clerk

## CONTACT US

- Mon to Fri: 9am-5pm
- 1300 212 169
- info@acse.edu.au
- www.acse.edu.au



## COURSE UNITS

This qualification consists of 1 core units and 11 elective units.

### CORE UNITS:

- BSBWHS201 Contribute to health and safety of self and others

### ELECTIVE UNITS:

- BSBCUS201 Deliver a service to customers
- BSBIND201 Work effectively in a business environment
- BSBINM201 Process and maintain workplace information
- BSBCMM201 Communicate in the workplace
- FNSACC311 Process financial transactions and extract interim reports
- BSBITU212 Create and use spreadsheets
- BSBITU213 Use digital technologies to communicate remotely
- BSBSUS201 Participate in environmentally sustainable work practices
- BSBWOR202 Organise and complete daily work activities
- BSBWOR203 Work effectively with others
- BSBWOR204 Use business technology

### COURSE FEES

- \$500 up front payment to secure course place. All learning materials included, no additional costs.
- Payment plan and installment options are available. Enquire about this option when you contact us if applicable.
- Total Cost: \$1050

### TRAINING CONDUCTED AT VARIOUS CITIES AND LOCATIONS FOR DETAILS VISIT WEBSITE

