



Course Information Certificate II Business BSB20107

Certificate II in Business BSB20107

Descriptor:

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

Jobs and opportunities:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist

Entry requirements:

There are no prerequisite entry requirements for this qualification; however, 6 months relevant industry experience in an office environment is recommended. Pre-enrolment interview.

Start:

Course commencement dates: 30 January 2012, 5 March 2012, 16 April 2012, 4 June 2012, 3 September 2012, 22 October 2012.

Location:

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

Study Mode:

Full time up to 12 weeks



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continued

Recognition of Prior Learning (RPL):

RPL recognises your existing experience gained through life or work for which you may not have obtained a formal qualification. We will work with you to identify your existing skills, and assess if you can then achieve a full or part qualification. This also helps to avoid unnecessary duplication of training, saving you time and money.

Other information:

Please be aware that you will also be required to supply textbooks and a USB memory stick at your own cost.

Assessment Procedures:

This program has a variety of assessment methods including written, oral, practical role plays and simulated office environment assessments.

Subject list:

BSBOHS201A	Participate in OHS Processes
BSBCUS201A	Deliver a Service to Customers
BSBIND201A	Work Effectively in a Business Environment
BSBINM201A	Process and Maintain Workplace Information
BSBINM202A	Handle Mail
BSBCMM201A	Communicate in the Workplace
BSBITU201A	Produce Simple Word Processed Documents
BSBITU202A	Create and Use Spreadsheets
BSBWOR202A	Organise and Complete Daily Work Activities
BSBWOR203A	Work Effectively with others
BSBWOR204A	Use Business Technology
FNSICGEN305B	Maintain Daily Financial/Business Records

See www.training.gov.au for more information

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