
SUBJECT: **BSB20101 CERTIFICATE II IN BUSINESS**

(Stand Alone Course)

STATUS: Vocational Education & Training **CODE:** BUS

QUALIFICATION: BSB20101 – Certificate II in Business

COST: TBA

COURSE OVERVIEW: <http://www.ntis.gov.au>
Please refer to the NTIS website for specific information about the qualification.

The Certificate II is a stand alone qualification that allows individuals to develop basic business skills and knowledge to prepare for work. 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 business context, working under direct supervision.

COURSE STRUCTURE:



To attain a Certificate II in Business, 12 units must be achieved:

- 1 industry core units
- 11 industry elective units

1 INDUSTRY CORE UNITS

- BSBITU201A Participate in OHS processes

11 ELECTIVE UNITS

- BSBWOR202A Organise and complete daily work activities
- BSBCMM201A Communicate in the workplace
- BSBWOR203A Work effectively with others
- BSBWOR204A Use business technology
- BSBINM201A Process and maintain workplace information
- FNSICGEN305B Maintain daily financial/business records
- BSBITU201A Produce simple word processed documents
- BSBITU202A Create and use spreadsheets
- BSBSUS201A Participate in environmentally sustainable work practices
- BSBITU303A Design and produce text documents
- BSBITU301A Create and use databases

ASSESSMENT TECHNIQUES:

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

- Projects
- Written and Practical Tasks
- Teacher Observation
- Computing Tasks
- Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS:

Nil

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

- BSB30107 Certificate III in Business
- BSB40107 Certificate IV in Business

Other specific financial qualifications available at <http://www.ntis.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate III in Information Technology should be undertaken.

Disclaimer:

"The school must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

