



Certificate II in Business (BSB20107)

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. The Certificate II in Business will prepare participants for work and a career in a wide range of roles across the business services sector, including Receptionist, Administration Assistant, Clerical Worker, Data Entry Operator and Office Junior.

On successful completion of the program you will be issued with a nationally recognized certificate that could lead to a Certificate III in Business or a range of other certificate III level qualifications in the business services sector.

Delivery Methods

An ATEC Trainer will meet with you to arrange a training program that can be delivered entirely on the job and will, wherever possible, be directly relevant to the day to day tasks that you practice within your organisation. The trainer will also conduct scheduled visits, provide ongoing support via telephone and/or email, and offer additional mentoring to assist you to achieve a quality learning outcome.

Assessment Methods

May include questioning, demonstrated previous experience, observation in the workplace, tests, written reports, project examinations and other appropriate assessment methods depending on the unit requirements.

Pre-requisites

There are no pre-requisite requirements for individual units of competency that make up this qualification. However, completion of a Certificate I in Business or experience in an administration role in the workplace would be beneficial prior to undertaking this qualification.

Course Fees

\$1,250 (includes learning resources and manual and is subject to confirmation of government funding)

For this qualification you are required to select 1 Core unit and 11 Elective units.

Course Outline (Example Training Plan*)

Core Units

BSBOHS201A	Participate in OHS processes	Core
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Elective Units

BSBCUS201A	Deliver a service to Customers	Elective
BSBIND201A	Work effectively in a business environment	Elective
BSBINM201A	Process and maintain workplace information	Elective
BSBCMM201A	Communicate in the workplace	Elective
BSBITU201A	Produce simple word processed documents	Elective
BSBITU202A	Create and use spreadsheets	Elective
BSBITU203A	Communicate electronically	Elective
BSBWOR202A	Organise and complete daily work activities	Elective
BSBWOR203A	Work effectively with others	Elective
BSBWOR204A	Use business technology	Elective
FNSICGEN305A	Maintain daily financial/business records	Elective

* Please note: The above program is an example only and an ATEC Trainer can negotiate a training program that includes units that are relevant to the job role in your organisation.

For further details please contact Course Administration on (08) 8240 1233

