

SUBJECT INFORMATION SHEET

BSB20115 Certificate II in Business (Provider: St Andrew's Anglican College – RTO 32322)

Description: The Certificate II Business course is a one-year course that provides students with the basic skills to work successfully in an office environment. The program covers filing, typing, basic financial document preparation and skills in Word and Excel programs.

Units

BSBCMM101	Apply basic communication skills
BSBCMM201	Communicate in the workplace
BSBINM201	Process and maintain Workplace Information
BSBITU201	Produce Simple Word Processed Documents
BSBITU202	Create and Use Spreadsheets
BSBITU203	Communicate Electronically
BSBITU302	Create Electronic Presentations
BSBSUS201	Participate in environmentally sustainable work practices
BSBWHS201	Contribute to health and safety of self and others
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use Business Technology

Pre-requisites: Nil

Future relevance: Office work, customer service, typist.

Assessment: Competency based, practical work and knowledge components

Credit Points for QCE: 4

Cost: Nil

Further information: Contact Mrs Samantha Leo (RTO Coordinator) sleo@saac.qld.edu.au

Service agreement: The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with a Qualification and record of results. Students who complete at least one unit (but not the full qualification) will receive a Statement of Attainment.

