



Certificate II in Business

BSB20107

This is a nationally accredited Australian qualification

This Qualification is suitable for:

Administration Assistant

Clerical Worker

Data Entry Operator

Information Desk Clerk

Office Junior

Receptionist

Outline of the Qualification

The Certificate II in Business is suited for those working in a business office environment.

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.

Listed below is an example of a qualification for an Administration Assistant.

Certificate II in Business Unit Codes and Names

Note that the units listed below are for example purposes only. You with the assistance of the Australian College of Training staff will select unit's specific to your work environment and required industry training outcomes.

Unit Code	Unit Name
Core Units	
BSBOHS201A	Participate in OHS processes
Elective Units	
BSBCUS201A	Deliver a service to customers
BSBIND201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information
BSBINM202A	Handle mail
BSBINN201A	Contribute to workplace innovation
BSBCMM201A	Communicate in the workplace
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
BSBWOR202A	Organise and complete daily work activities
BSBWOR203A	Work effectively with others

A full description of each unit is provided during unit selection.



Act Now For Your Future!

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Why choose the Australian College of Training.

Multi award training organisation at national and state levels.

Quality training solutions at an affordable price

Truly flexible delivery by providing you with a number of delivery options

A qualification tailored specific to your company & personal requirements

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Delivery Information

The Australian College of Training offers you the student a number of modes of delivery ranging from on the farm to the class room environment. Everyone has different requirements so we try where possible to tailor the delivery of it to suit your needs.

Your Trainers

The Australian College of Training has sourced the best trainers for the delivery of this qualification. They have both Australia wide and International experience.

Cost of the Qualification

The cost of each qualification varies slightly according to units selected. College staff will explain how fees are charged depending on whether you are eligible for government funding or not.

Potential Funding Options

Check with the Australian College of Training for potential funding options for your state or territory.

How do I Enrol

You can enrol any time in this qualification. There are no specific in take dates.

Contact the Australian College of Training on 1300 785 188 for more information or view us online at www.auscollege.com.au.



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