

The Certificate II in Business course will teach you about operating computers, including using Windows correctly, file management, the Internet and email, using standard business equipment in the workplace, keyboarding skills, workplace health, and planning for your own skills development.

This qualification allows individuals to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision.

Competencies: A total of twelve (12) units of competency must be achieved for the full certificate (1 core and 11 elective)

National Code	Unit Name**	Nominal Hours
CORE (1)		
BSBWHS201A	Contribute to the health and safety of others	20
ELECTIVES (11)		
BSBCUS201B	Deliver a service to customers	30
BSBIND201A	Work effectively in a business environment	20
BSBITU202A	Create and use spread sheets	25
BSBITU203A	Communicate electronically	20
BUSITU201A	Produce simple word processed documents	40
BSBWOR202A	Organise and complete daily work activities	20
BSBWOR203B	Work effectively with others	20
BSBWOR204A	Use business technology	20
BSBSUS201A	Participate in environmentally sustainable work practices	20
BSBCMM201A	Communicate in the work place	20
BSBINM202A	Handle mail	15

*** Sample of units which may be subject to change*

Total Hours : 270

Course pathway on completion:

- Traineeship or apprenticeship
- Office Worker, Office Assistant, Word Processing Operator, Administration Assistant.
- Certificate III in Business