



Capricornia Training Company Ltd

CERTIFICATE II IN BUSINESS SUBJECT SELECTION

38 Armstrong Street, North Rockhampton 4701

Contact: Training Coordinator email: training@ctcltd.com.au Phone: 4922 2008 Fax: 4922 2049

Qualification Name: BSB20107 Certificate II in Business

Student Name: _____

Competency No.	Competency Name	Approx Due Date	Nominal Hours	✓ Tick chosen units
Mandatory Core Units				
BSBOHS201A	Participate in OHS processes	3 weeks	20	
Elective Units –11 to be chosen from any of the following areas.				
BSBCUS201A	Deliver a service to customers	4 weeks	40	
BSBIND201A	Work effectively in a business environment	4 weeks	30	
BSBINM201A	Process and maintain workplace information	4 weeks	30	
BSBCMM201A	Communicate in the workplace	4 weeks	40	
BSBITU201A	Produce simple word processed documents	7 weeks	60	
BSBITU202A	Create and use spreadsheets	4 weeks	30	
BSBITU203A	Communicate electronically	3 weeks	20	
BSBSUS201A	Participate in environmentally sustainable work practices	3 weeks	20	
BSBWOR202A	Organise and complete daily work activities	3 weeks	20	
BSBWOR203A	Work effectively with others	3 weeks	15	
BSBINN201A	Contribute to workplace innovation	4 weeks	35	
	TOTAL	46 weeks	360	

Qualification notes

Descriptor

This qualification reflects the role of individuals who perform a change of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Assistant
- Data Entry Operator
- Clerical Worker
- Office Junior
- Receptionist



Prerequisite requirements

There are no prerequisite requirements for individual units of competency

Qualification Rules

To achieve a Certificate II Business, 12 units must be completed

- 1 core units plus
- 7 electives must be chosen from the list above
- 4 electives selected from the remaining administration units, the generic business elective units listed below or from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed above, a maximum of 2 electives may be selected from Certificate II or Certificate IV qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Conditions of enrolment

It is a condition of your enrolment with CTC that you actively participate in your studies. Active participation is submitting assignments, attending practical sessions if applicable, sitting exams or tests, submitting an applications for recognition of prior learning or completing units of competency.

If you do not participate in your studies, future enrolment applications may be declined or your traineeship may be cancelled.

Recognition

CTC provides a means of assessing and recognising your previous learning and current work experience relevant to the course you wish to study so you may avoid repeating what you already know. For information on Recognition, including instructions on how to apply, email: training@ctcltd.com.au or phone: (07) 4922 2008.

You will need to be able to:

- Study independently
- Commit a suitable amount of time to your study and actively work to complete units in which you are enrolled
- Submit your first assignment within four (4) weeks of receiving your CTC learning materials
- Balance your work, personal life and study priorities throughout your course

Access email to receive feedback and information regarding your course