BSB20115 Certificate II in Business
Years 11 and 12

COURSE OUTLINE

BSB20115 is a nationally-recognised qualification derived from units of competency from the BSB Business Services Training Package (Release 2.0).

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

QUALIFICATION: BSB20115 Certificate II in Business

Entry Requirements	QCE Points	Timing	Duration
Nil	Four (4)	Year 11	2 Years

DELIVERY MODE *(Online course. Internet access essential as no hardcopies are provided)*

This course is available *only* online.

The typical course completion time is two (2) years.

CSDE uses the Learning Place (eLearn/Blackboard) and Blackboard Collaborate (iConnect).

This course is designed to 2 x 60 minute lessons per week.

Students are expected to engage in lessons on a regular basis, as well as meeting course requirements according to the Assessment Calendar.

Regular contact with the teacher/trainer is essential.

FEES

No fees applicable for Education Queensland Students.

UNITS *(All 12 competencies to be completed to achieve full accreditation)*

Core

BSBWHS201 Contribute to health and safety of self and others

Elective

BSBITU203 Communicate electronically

BSBCUS201 Deliver a service to customers

BSBIND201 Work effectively in a business environment

BSBWOR202 Organise and complete daily work activities

BSBINM201 Process and maintain workplace information

BSBINM202 Handle Mail

BSBCMM201 Communicate in the workplace

BSBWOR203 Work effectively with others

BSBWOR204 Use business technology

BSBITU201 Produce simple word processed documents

BSBITU202 Create and use spreadsheets

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ASSESSMENT

Assessment in this course is based on Project Based Training (PBT). Competency can be achieved via a variety of VET modes of assessment including submission of tasks, face-to-face demonstration to an assessor, work placement (third party observations) and web conferencing.

Students in this course will be Working Towards Competency (WTC) across all six (6) competencies. To gain the full qualification in Certificate I Information Digital Media and Technology, students must successfully complete all six units as Competent (C). Students who do not successfully achieve all six units of competencies receive a Statement of Attainment for those units of competencies achieved. successfully.

WORK EXPERIENCE REQUIREMENT

Students undertaking this course are required to undertake work experience in the Business Services Industry as per the teachers/trainers instructions as an incorporation of third party observations for specific units of competencies.

STUDENT REQUIREMENTS

Equipment

- Computer, internet and email are mandatory.
- Lesson delivery requires a computer headset with microphone.
- Printer
- Scanner
- Access to a digital camera/digital video source

Software

- Windows 7, 8 or 10, Mac OS X 10.6 or higher
- Adobe Acrobat Reader
- Microsoft Office (Word, Excel, Publisher, Outlook, Access and PowerPoint)

How to Apply

Capricornia SDE – Support and Resources – Forms and Documents – Documents - Enrolment

DISCLAIMER: Delivery of this course is dependent on RTO arrangements and student numbers.

All information contained is accurate at time of publication.