Certificate II in Business

(BSB20107)

Level II qualifications are designed for roles that perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

This is an entry level qualification suitable for use in schools and for pre-vocational courses to provide basic skills in preparation for entering the workforce.

Job titles and roles vary across different industries and those relevant to this qualification may include:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist

Upon completion of this introductory qualification, you can articulate directly into higher programs. Maxima Training Services can provide the following higher qualifications:

- BSB30107 Certificate III in Business
- BSB40207 Certificate IV in Business
- BSB40507 Certificate IV in Business Administration
- BSB40807 Certificate IV in Frontline Management

Nationally Recognised Training

Recruitment.
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Training.

Maxima
(Training Division)
85 Grange Road
Welland SA 5007
Telephone 8340 7766
Facsimile 8340 7655
www.maxima.com.au

Packaging Rules

Certificate II in Business requires a total of 12 units to be completed. This includes 1 core unit plus 11 elective units.

Maxima Training Services suggested competency selection for general administration duties within the Business Services training package (BSB07):

Core Units

BSBOHS201A	Participate in OHS Processes

Elective Units

BSBIND201A	Work Effectively in a Business Environment
BSBWOR202A	Organise and Complete Daily Work Activities
BSBCMM201A	Communicate in the Workplace
BSBWOR203A	Work Effectively with Others
BSBWOR204A	Use Business Technology
BSBINM201A	Process and Maintain Workplace Information
BSBINN201A	Contribute to Workplace Innovation
BSBCUS201A	Deliver a Service to Customers
BSBINM202A	Handle Mail
BSBITU201A	Produce Simple Word Processed Documents
BSBITU202A	Create and Use Spreadsheets

Cost: $1,980 for full certificate (No GST on full certificates)

Price may vary due to RPL process and delivery of program

This program is not available under a Contract of Training

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