Certificate II in Business  BSB20112

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.

This qualification requires competency in 1 core unit and 11 elective units.

Core unit
BSBWHS201A Contribute to health and safety of self and others

Elective units
A wide range of elective units are available for selection to comply with the packaging rules.

Entry requirements
There are no entry requirements for this course

Job roles
Administrative Assistant, Clerical Worker, Data Entry Operator, Information Desk, Office Junior, Receptionist, Information desk clerk

Pathway from the qualification
After achieving this qualification candidates may undertake:
- BSB30112 Certificate III in Business

Training in South Australia is delivered with Commonwealth Government funding and South Australian Government funding through The Department of Further Education, Employment, Science and Technology.

The information given is intended as a guide. Changes may have occurred since printing. Please check with your nearest MADEC College for further queries.

To enrol and learn more contact MADEC
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