Certificate II in Business

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.

Delivery:
- Classroom
- External
- Online
- Traineeship

Duration:
Duration may vary depending on electives chosen. Classroom based delivery 3-6 months.

Traineeship 12 months.

Completion of 1 core unit and 11 elective units are required to gain this qualification.

Core Units:
BSBWHS201 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.

Future Pathways:
Administrative assistant, Clerical worker, Data entry operator, Information desk, Office junior, Receptionist, Information desk clerk.

For more information & to enrol contact MADEC
T: 1300 436 332 E: training@madec.edu.au  W: madec.edu.au

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