

## BSB20107 Certificate II in Business - 064729G

### WHY STUDY CERTIFICATE II IN BUSINESS AT APC?

- ▶ Truly international student body: Europe, Latin America, Asia. Students from more than 60 countries
- ▶ Qualified and experienced professional teachers
- ▶ Convenient location (Sydney CBD)

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.

It is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested in gaining employment at an entry level administrative or customer service role.

This Certificate II in Business will provide the student with the training needed to work within the office environment in a variety of roles such as:

- ▶ Administration Assistant
- ▶ Clerical Worker
- ▶ Data Entry Operator
- ▶ Information and Customer Service Desk Clerk
- ▶ Office Junior

The Certificate II in Business will equip students with the skills needed to succeed in business both within Australia and internationally. The business skills students will learn include:

- ▶ Communication
- ▶ Teamwork in a business environment
- ▶ Problem solving
- ▶ Innovation and enterprise
- ▶ Planning and organising (prioritising)
- ▶ Deliver customer service

### COURSE CONTENT AND STRUCTURE

SUBJECTS	
<b>BSB20107 Certificate II Business [064729G]</b> 4 Subjects (3 face-to-face and 1 online/distance). Each subject delivered in 3-week blocks.	
<ul style="list-style-type: none"> <li>▶ Basic OH&amp;S (online)</li> <li>▶ Workplace Communication</li> </ul>	<ul style="list-style-type: none"> <li>▶ Working Effectively</li> <li>▶ Workplace Administration</li> </ul>

### ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

### COURSE LENGTH

- ▶ **Duration:** 12 weeks
- ▶ **Start Dates: (Date/Month/Year)**
  - ▶ **2011:** 30/05/11, 20/06/11, 11/07/11, 22/08/11, 12/09/11, 04/10/11, 14/11/11, 05/12/11.
  - ▶ **2012:** 23/01/12, 05/03/12, 26/03/12, 16/04/12, 28/05/12, 18/06/12, 09/07/12, 20/08/12, 10/09/12, 02/10/12, 22/10/12, 12/11/12, 03/12/12.

### ENTRY REQUIREMENTS

- ▶ **Academic** - Australian Year 10 or equivalent or Certificate I
- ▶ **English Language Proficiency** - Minimum of 80 hours or 4 weeks at intermediate level (plus 80% attendance) at APC or at other approved providers or
- ▶ IELTS (International English Language Testing System) proficiency level of 4.5 (minimum 4.5 in writing) or equivalent or above.

For a free assessment of your English level please go to

[www.apc.edu.au/pat](http://www.apc.edu.au/pat)

### TERMS AND CONDITIONS:

1. All other terms and conditions as per the Conditions of Enrolment on the application form.
2. Please refer to our website for full and current information.