



**THE EAGLE
ACADEMY**
www.eagleacademy.com.au

CRICOS NO 02480G, RTO No 30895

CERTIFICATE II IN BUSINESS

COURSE CODE: BSB20115

CRICOS COURSE CODE: 086782J



NATIONALLY
RECOGNISED
TRAINING



Proud to be a Queensland Government
subsidised training provider



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.

The key outcomes for this qualification are domestic and international learners who wish to work in the industry as a receptionist, desk clerk, data entry operator, or administration assistant.

COURSE INFORMATION

Campus:

Brisbane and Gold Coast

Duration:

9 months
30 weeks tuition +
10 weeks holiday)

Mode of Study:

- Blended: Face to face and distance education.
- International students are expected to study 20 hours per week (13.5 hours on campus and 6.5 hours distance education).

Start Date:

Any Monday of the academic calendar

Course Fee:

- Please contact us for information on our prices and payment options.
- See our website for current specials.

Pre-requisites

- English to an "elementary" level
- Completion of Year 8 (Australia), or equivalent.
- Students can apply for Recognition of Prior Learning, or Direct Credit if eligible.

Units:

Self-Paced: Complete 12 units to gain the Qualification

BSBCMM201	Communicate in the workplace
BSBFLM303	Contribute to effective workplace relationships
BSBWHS201	Contribute to health and safety of self and others
BSBITU212	Create and use spreadsheets
BSBCUS201	Deliver a service to customers
BSBSMB201	Identify suitability for micro business
BSBINM301	Organise workplace information
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR204	Use business technology
BSBITU213	Use digital technologies to communicate remotely
BSBIND201	Work effectively in a business environment
BSBWOR203	Work effectively with others

English Support: Complete 12 units to gain the Qualification

BSBCMM201	Communicate in the workplace
BSBWHS201	Contribute to health and safety of self and others
BSBITU212	Create and use spreadsheets
FSKOCM002	Engage in short and simple spoken exchanges at work
BSBSMB201	Identify suitability for micro business
BSBSUS201	Participate in environmentally sustainable work practices
FSKOCM003	Participate in familiar spoken interactions at work
BSBWOR204	Use business technology
BSBIND201	Work effectively in a business environment
BSBWOR203	Work effectively with others
FSKWTG002	Write short and simple workplace formatted texts
FSKWTG003	Write short and simple workplace information

Inclusions:

This course is available as a self-paced / flexible timetable option or with Extensive English Support for those students with limited English ability:

Self-Paced Option

- Suits domestic students or Visa students with a good English level.
- We offer a range of times to attend sessions including tuition, where you will be supervised and assisted to work through your course at a pace that suits you.

Extensive English Support Option

- Suits students needing to improve their English so they may succeed in the course, and as an advantage in the international business sector on returning home, where English is not the first language.
- Students have a slightly varied set of units focusing on better Business English.
- Students can also choose up to 7 hours per week of English support at no additional cost.

Assessment Methods:

This course is assessed using a combination of written assessments and practical skills observations.

International Students

Education agents can act on our behalf to recruit students. This course has no attendance monitoring requirements. Progress is monitored for visa compliance purposes. Contact us for more information.

For more information contact:
info@eagleacademy.com.au
or visit:
www.eagleacademy.com.au