## School of Business & Law

### BSB20115 Certificate II in Business
#### Course Planner – 2019 Onwards

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Type</th>
<th>Credit/RPL</th>
<th>Passed/Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBWHS201</td>
<td>Contribute to Health and Safety of Others</td>
<td>Core</td>
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</tr>
<tr>
<td>2</td>
<td>BSBIND201</td>
<td>Work Effectively in a Business Environment</td>
<td>Core Elective</td>
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<tr>
<td>3</td>
<td>BSBSUS201</td>
<td>Participate in Environmentally Sustainable Work Practices</td>
<td>Core Elective</td>
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<tr>
<td>4</td>
<td>BSBWOR202</td>
<td>Organise and Complete Daily Work Activities</td>
<td>Core Elective</td>
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<tr>
<td>5</td>
<td>BSBWOR203</td>
<td>Work Effectively with Others</td>
<td>Core Elective</td>
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<tr>
<td>6</td>
<td>BSBITU211</td>
<td>Produce Digital Text Documents</td>
<td>Core Elective</td>
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<tr>
<td>7</td>
<td>BSBCUS201</td>
<td>Deliver a Service to Customers</td>
<td>Core Elective</td>
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<tr>
<td>8</td>
<td>BSBITU212</td>
<td>Create and Use Spreadsheets</td>
<td>Core Elective</td>
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<tr>
<td>9</td>
<td>BSBITU314</td>
<td>Design and Produce Spreadsheets</td>
<td>Core Elective</td>
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<tr>
<td>10</td>
<td>BSBITU312</td>
<td>Create Electronic Presentations</td>
<td>Core Elective</td>
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<tr>
<td>11</td>
<td>BSBINM201</td>
<td>Process and Maintain Workplace Information</td>
<td>Core Elective</td>
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<tr>
<td>12</td>
<td>BSBINN201</td>
<td>Contribute to Workplace Innovation</td>
<td>Core Elective</td>
<td></td>
<td></td>
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</tbody>
</table>

**Total Units: 12**

✓ Completed
MORE DETAILS:

To satisfy the requirements for the award of BSB20115 Certificate II in Business, students must complete 12 units.

Study Mode/Recommended Study Schedule
The BSB20115 Certificate II in Business course is offered via Online delivery with intakes in January, February, March, April, May, June, July, August, September, October, November and December.

Please refer to the More Details tab of your course page in the CQU Handbook for further information.

Course Structure Requirements
In the BSB20115 Certificate II in Business course, students are required to complete the following course structure:

- 1 Core Unit
- 11 Elective Units

Course Duration
Full Time  
12 months

Part Time  
18 months

Student Outcomes, Career Opportunities and Occupations
Possible career outcomes could lead to roles as a Clerk, Data Entry Operator, Receptionist, Office Administration Assistant, and/or Word Processing Operator.

Credit Transfer & Recognition of Prior Learning
Credit Transfer: Please refer all enquiries regarding credit transfer for your previous studies to your teacher.

Recognition of Prior Learning (RPL): If you would like to apply for RPL for your on-the-job experience, you can request an RPL kit by emailing rpl@cqu.edu.au.

Pathway into Further Education
BSB30115  
Certificate III in Business
BSB40215  
Certificate IV in Business
BSB50215  
Diploma of Business
CG01  
Diploma of Business Studies
CA01  
Bachelor of Business

If you have any questions in regard to your course, please contact the Course Advice Team:
13 CQUni (13 27 86)  
http://handbook.cqu.edu.au/eforms/index  
(‘Ask a Course Advisor’ e-form).

PLEASE CHECK THE CQU HANDBOOK FOR TERM AVAILABILITIES AND PRE-REQUISITES AS THEY MAY CHANGE FROM YEAR TO YEAR  
http://handbook.cqu.edu.au