

Course Description

This course is a great way to gain entry level skills in the business industry. 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.

Course Duration

This course is delivered over a period of 20 weeks. You are enrolled in a classroom based mode for 33.75 hours per week. To get the most out of your course you need to do some self-study in your own time.

Course Requirements

For overseas participants whose first language is not English, the required level of entry for this course is a minimum of:

- IELTS (International English Language Testing System) with a score of 6 with no individual score of less than 5 or equivalent.
- Participants must be over the age of 18 years.

For further information on entry requirements, please contact the International Administration Officer on +61 7 4779 2199.

Following receipt of payment of the non-refundable enrolment fee, enrolment form and signed acceptance of course offer documentation, the participants place will be confirmed.

Recognition of Prior Learning (RPL)

Students who have completed relevant studies or have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application can be made with the initial application or can be made within two weeks of the course commencement using the RPL Application Form and by providing supporting documents. Please Note: RPL cannot result in an international student having less than a full time load of study (20 hours).

Teaching Methods

Every subject may be different. It is important to study the subject outline. Facilitators will explain the details at the start of the subject. Lessons are supported by powerpoint slides plus visual topic content, with practice time, tutorial time and extra skills tutoring. Business subjects will be a combination of face-to-face facilitator led instruction (both workshop and classroom contexts) and simulated on-the-job application. Materials are provided in print and digital copy as part of the course.

Assessment Methods

Assessments may include written knowledge tests, discussions and oral communication demonstrations, written reports, web based research and reports, observations, and final reports. To perform at your best, you may need to work on the assessments outside of class time.

Pathways and Employment Outcomes

After achieving the BSB20115 Certificate II in Business, you have a number of pathway options. You can complete further study at Tec-NQ or other trade institutions.

Please refer to www.myskills.gov.au for employment outcomes. Please Note: Visa, Residency and Citizenship requirements may have implications on further studies and employment in Australia.

Course Fees

The following fees will apply:

- Enrolment Fee - \$250.00 AUD (non-refundable)
- Course - \$5500.00 AUD
- Uniform Cost - \$237.60 AUD (subject to change)
- Stationary Cost - \$220.65 AUD (subject to change)

Start Date

6 February, 2017

Competency Code	Competency Name	Core / Elective	Price
BSBWHS201	Contribute to health and safety of self and others	Core	\$338.40
BSBIND201	Work effectively in a business environment	Elective	\$507.60
BSBINN201	Contribute to workplace innovation	Elective	\$592.20
BSBCMM201	Communicate in the workplace	Elective	\$677.80
BSBITU201	Produce simple word processed documents	Elective	\$1015.20
BSBITU202	Create and use spreadsheets	Elective	\$507.60
BSBITU203	Communicate electronically	Elective	\$338.40
BSBSMB201	Identify suitability for micro business	Elective	\$338.40
BSBSUS201	Participate in environmentally sustainable work practices	Elective	\$338.40
BSBWOR202	Organise and complete daily work activities	Elective	\$253.80
BSBWOR203	Work effectively with others	Elective	\$253.80
BSBWOR204	Use business technology	Elective	\$338.40

Tec-NQ reserves the right to amend course structure. Students on a student visa MUST be enrolled in a full-time course.