

4.6 BSB20115 Certificate II in Business



RTO Registration # 52499

Twelve Units of Competency are required to achieve this qualification over a one year period:

- BSBWHS201 – Contribute to health and safety of self and others [Core]
- BSBIND201 – Work effectively in a business environment [Elective]
- BSBINM201 – Process and maintain workplace information [E]
- BSBWOR202 – Organise and complete daily work activities [E]
- BSBCMM201 – Communicate in the workplace [E]
- BSBWOR203 – Work effectively with others [E]
- BSBWOR204 – Use business technology [E]
- BSBINM202 – Handle mail [E]
- BSBITU201 – Produce simple word processed documents [E]
- BSBITU202 – Create and use spreadsheets [E]
- BSBITU203 – Communicate electronically [E]
- BSBADM311 – Maintain business resources [E]



This qualification will enable you to gain practical skills and knowledge in:

- Provide basic administrative support within an office environment
- Word processing, use of spread sheets and business correspondence
- Typing with speed and accuracy
- Working and communicating as part of a team
- Operating and maintaining general office equipment
- Determining, administering and maintaining resources / equipment to complete tasks

This VET qualification provides you with basic employment skills and is mainly used as a stepping-stone for higher level courses.

N.B. A certificate will not be issued by the RTO until they receive all student evidence and it meets the required standard to be deemed competent.

Duration: Delivered as a 'stand-alone' course, in Year 11, over two semesters under the auspices of VCS.

Cost: \$80 fee includes enrolment, consumables and issue of certificate on completion.

Nominal Hours: 265

Pre-requisite: Know how to operate a personal computer and be familiar with a variety of application software packages.

Pathway: Certificate III in Business / Admin assistant / Receptionist

More information: VCS website www.vetis.net.au