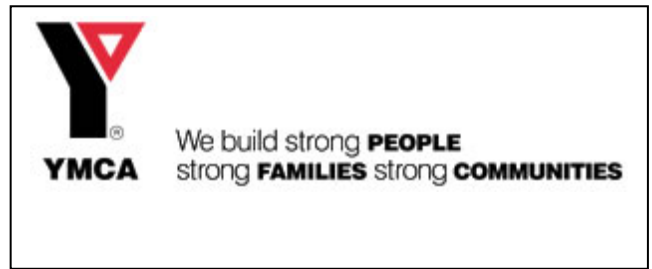


## 4.6 BSB20115 Certificate II in Business



RTO Registration # 3979

**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]
- BSBADM311 – Maintain business resources [E]
- BSBITU212 – Create and use spreadsheets [E]
- BSBITU312 – Create electronic presentations [E]
- FNSFLT201 – Develop and use a personal budget [E]
- ICPDMT263 – Access and use the internet [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
- Electronic presentations

**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 YMCA.

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

**Nominal Hours:** 240

**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:** YMCA website [www.ymcatraining.org.au](http://www.ymcatraining.org.au)