



# BSB20115 Certificate II in Business

National ID: BSB20115 | State ID: AVU8

## About this course

This qualification will provide you with the practical skills and knowledge to prepare for work and perform a range of administrative tasks in a defined context, including word processing, spreadsheets, mail procedures and the operation of a range of general office equipment.

**Study modes and durations differ depending on your local campus. Please check with your local campus for more information.**

## Overview

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online and classroom based training delivery, as well as practical and work experience placements.

While the mode of delivery might vary, the content and key learning outcomes of the course will remain the same.

The precise mix of delivery method will vary from course to course. The time, place and method of delivery may also vary across the semester to ensure social distancing and safe training delivery for staff and students during the COVID-19 pandemic.

South Regional TAFE will provide students with adequate support to work in online environments where necessary.

## Semester 1, 2020

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### Manjimup - Full time, Part time, Flexible, Workshops, Traineeship



Duration: **6 Months**



When: **Semester 1, 2020**



How: **F**  
**Full-Time**  
**Part-Time**  
**Online**  
**Traineeship**  
**Workplace**  
**Workshops**  
**Flexible**

## Units

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Not all units and study modes are offered at all campuses. Please check with your local campus.

### Core

National ID	Unit Title
BSBWHS201	Contribute to health and safety of self and others

### Elective

National ID	Unit Title
BSBADM101	Use business equipment and resources
BSBCMM201	Communicate in the workplace
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment

National ID	Unit Title
BSBINM201	Process and maintain workplace information
BSBINM202	Handle mail
BSBINN201	Contribute to workplace innovation
BSBITU112	Develop keyboard skills
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBITU213	Use digital technologies to communicate remotely
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
FNSFLT201	Develop and use a personal budget
HLTAID003	Provide first aid
TLIP2029	Prepare and process financial documents
BSBITU101	Operate a personal computer
BSBITU302	Create electronic presentations
FNSACC301	Process financial transactions and extract interim reports

## Entrance requirements

School Leaver

Non-School Leaver

AQF

OLNA or NAPLAN 9 Band 8

C Grades in Year 10 English and Maths or  
equivalent

Certificate I or Certificate II

## Study pathway

Certificate III in Business Certificate III in Business Administration Certificate III in Business Certificate IV in Business

## Job opportunities

Successful completion of this qualification provides you with the opportunity to become clerical worker, administration assistant, data entry operator, information desk clerk, office junior or a receptionist.

## Fees and charges

Please contact the college to receive an indicative price for this course. Your fees will be calculated from your individual circumstances at the time of enrolment.

Concessions (for eligible courses at certificate levels I to IV) and annual course fee caps may apply. Other charges may apply.

### VET Student Loan

Students in Diploma qualifications and above may be assisted through a loan under the Commonwealth Government's VET Student Loan scheme. Only an Australian citizen, a permanent humanitarian visa holder and resident in Australia, or a New Zealand Special Visa 444 student who can also provide evidence of a WACE Certificate (completion of Year 12) or equivalent can apply for a loan. For more information please see <http://studyassist.gov.au/sites/StudyAssist/> (Opens in a new window )

For information on the VET Student Loan process at South Regional TAFE please see <http://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans>

### International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time. For information on international student fees and application, please follow this link to the TAFE International WA website [www.tafeinternational.wa.edu.au/courses](http://www.tafeinternational.wa.edu.au/courses)



*We're working for  
Western Australia.*

**Please note, fees are subject to change.**



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