



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

Albany - Full Time, Part Time, Online, Flexible, Traineeship



Duration: **6 Months**



When: **Semester 1, 2020**



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

Units

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
BSBCMM201	Communicate in the workplace
BSBIND201	Work effectively in a business environment
BSBINM201	Process and maintain workplace information
BSBINM202	Handle mail

National ID	Unit Title
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBITU213	Use digital technologies to communicate remotely
BSBITU312	Create electronic presentations
BSBWOR202	Organise and complete daily work activities
BSBWOR204	Use business technology
TLIP2029	Prepare and process financial documents

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

Please note, fees are subject to change.