



BSB20115 Certificate II in Business

National ID: BSB20115 | State ID: AVU8

About this course

Are you looking to kickstart a business career?

When you complete the Certificate II in Business you'll have the skills to get your foot in the door in a clerical or administrative role in a broad range of workplaces.

You will gain a solid grounding in general office administration, including word processing, spreadsheets, workplace health and safety, and workplace communication.

Full-time is equivalent to two days a week this includes one day spent in a simulated business.

Overview

Semester 2, 2019

Mandurah - Full Time-Classroom



Duration: **1 Semester**



When: **Semester 2, 2019**



How: **Full Time**



**JOBS &
SKILLS WA**

RTO code: 52787
Printed: 21/11/2019

Units

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
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBITU213	Use digital technologies to communicate remotely
BSBPUR301	Purchase goods and services
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology

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

Job opportunities

- Entry level clerical or administration roles in a broad range of workplaces.

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

Further study opportunities:

- BSB30115 Certificate III in Business, State ID AVR7
- BSB30415 Certificate III in Business Administration, State ID AVS2
- BSB31115 Certificate III in Business Administration (Medical), State ID AVT0

Fees and charges

Indicative fees and charges

[2019 general admission fees list](#)

[2019 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2019
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

International students

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

Apprenticeships and traineeships

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

Please note, fees are subject to change.