



HVTC

skills change lives

BSB20115 Certificate II Business

 **HVTC** skills change lives

Tweed, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Hunter-V-Tec,
Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

RTO NO: 90179

Call us today
1800 247 864
hvtc.com.au

COURSE BROCHURE

BSB20115 - Certificate II in Business

❖ *Facilitated Online Learning*

This is an entry level qualification for people interested in a business career. Certificate II in Business is designed to allow you to get experience in the business sector in a variety of junior administrative positions in: customer service, communication, word-processing, spreadsheet creation and business record keeping. Upon successful completion of your training course, you will receive a nationally recognised Certificate II in Business which will allow you to seek employment across a variety of industries including business services, retail, healthcare, education and hospitality.

Potential career opportunities include:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist

Course subjects

Unit Code	Unit Title	Unit Type
BSBWHS201	Contribute to health and safety of self and others	Core
BSBCUS201	Deliver a service to customers	Elective
BSBIND201	Work effectively in a business environment	Elective
BSBINM201	Process and maintain workplace information	Elective
BSBCMM201	Communicate in the workplace	Elective
BSBITU201	Produce simple word processed documents	Elective
BSBITU202	Create and use spreadsheets	Elective
BSBITU203	Communicate electronically	Elective
BSBWOR202	Organise and complete daily work activities	Elective
BSBWOR203	Work effectively with others	Elective
BSBWOR204	Use business technology	Elective
BSBSUS201	Participate in environmentally sustainable work practices	Elective

Course duration

- Full time traineeship and full time qualification up to 12 months
- Part time traineeship up to 24 months

Requirements:

❖ *Minimum education*

While there are no formal education entry requirements, Hunter-V-Tec suggests you should have completed schooling equivalent to Australian Year 10, OR have relevant industry experience OR a relevant qualification.

❖ *Minimum age*

Minimum age of 16 years. If you are under 18 your application must be signed by a parent or guardian.

❖ *Computer requirements*

Learners will need access to a computer and the internet and have basic computing skills. Minimum computer specifications are:

All users:

- Broadband Internet Connection
- Adobe Reader XI or equivalent
- You will also need access to a phone, printer, photocopier and scanner
- Adobe Flash Player 11 or higher

❖ *Audio-visual requirements*

You will need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as free downloads from the internet.

❖ *English language requirements*

This course requires you to read comprehensive learner workbooks, undertake a range of written assessments and engage in online discussion forums. Also, the delivery mode relies on the use of written communication.

As such, entry to the course requires English proficiency equivalent to Australian Year 10 level or 1 years of work experience in a role that requires the use of written documentation and communication.

Study materials

Once you are enrolled in this course, you will receive access to the first set of units for the course. When you have successfully completed those units, you'll be given access to the next units when you require them. Remember this is completed at your own pace.

Pathways

On completion of this course, learners can undertake further qualifications such as:

- Certificate III or higher qualifications in Business

Delivery Styles	
E-Learning	Self-paced study completed from home or at the office. Students learn online via an online learning platform. E learning includes numerous types of media that deliver text, audio, images, animation, interaction content and streaming video through web-based learning.

What's included?

Our course includes detailed learning materials, assessments, certification upon successful completion and ongoing trainer support throughout the program.

Recognition of Prior Learning (RPL)

RPL is available for each unit of competency based on relevant workplace experience, formal training and/or other expertise. To apply for RPL please discuss with our student support team or your trainer/assessor. For RPL you will be required to submit a portfolio of evidence within 12 months of the enrolment date.

Course fees

Contact HVTC for qualification pricing, payment options and eligibility for Smart and Skilled funding.