

## BSB20115 Certificate II in Business

One Year Delivery - Year 11

Core Elective	Unit Code	UOC Title
E	BSBCUS201	Deliver a service to customers
E	BSBDIV301	Work effectively with diversity
E	BSBIND201	Work effectively in a business environment
E	BSBINM201	Process and maintain workplace information
E	BSBITU201	Produce simple word processed documents
E	BSBITU202	Create and use spreadsheets
E	BSBITU203	Communicate electronically
E	BSBSUS201	Participate in environmentally sustainable work practices
C	BSBWHS201	Contribute to health and safety of self and others
E	BSBWOR202	Organise and complete daily work activities
E	BSBWRT301	Write simple documents
E	ICTICT205	Design basic organisational documents using computing packages



### BSB20115 CERTIFICATE II IN BUSINESS

<b>Course Length</b>	1 year
<b>Prerequisites</b>	Nil
<b>Participants</b>	Year 11 students
<b>Cost</b>	To be determined

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of routine tasks. However the flexibility of the qualification allows for the skills to be utilised in a multitude of contexts.

Working in a business context the qualification includes:

- Produce word processed documents
- Create and use spreadsheets
- Electronic communication
- Design basic organisational documents using computing packages
- Organising daily activities
- Workplace health and safety and equipment management