

Course Code & Name:		Certificate II in Business BSB20115
Course Aims:		NB: Delivered over 1 years Certificate II in Business is an entry-level qualification that provides students with the knowledge and skills to enhance their employment prospects in a business or office environment. It provides an understanding of business fundamentals ready for a Career in the Business World. Students will develop a broad range of knowledge and skills ready for employment in a variety of roles including, Administration and Customer Service. The program provides a pathway for continued study into high education – Business Studies.
Course Delivery	Location and Times:	Year 1: Fairhills High School, Scoresby Road, Knoxfield Wednesday 8:45am – 1:00pm
	Mode of Delivery:	Classroom based
	Duration:	1 year part time

On successful completion of this program the student will achieve:

Credit towards VCE/VCAL	VCE:	<ul style="list-style-type: none"> Students who complete Cert II will be eligible for units 1&2 towards their VCE / VCAL.
	VCAL:	This program contributes to the Industry Specific Skills Strand of VCAL and may also contribute to the Work Related Skills Strand of VCAL
	Qualification:	A nationally recognised qualification: BSB20115 - Certificate II Business

Additional Requirements/ Information:	Name of RTO & Provider of Qualification:	iVET RTO: 40548
	RTO Student Information:	Please refer to the Mullum Cluster Website www.mullumvetcluster.com.au for student rights and responsibilities whilst on campus.
	OHS / Personal Protective Equipment:	N/A
	Excursions:	Students will be required to complete and return Excursion permission slips in line with education department policy.
	Work Placement:	40 hours of work placement over 1 year is a recommendation for this program.
	Other:	Please note this course is subject to change.

Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Compulsory / Elective
BSBWHS201	Contribute to health and safety of self and others	20	C
BSBINM201	Process and maintain workplace information	10	C
BSBINM202	Handle Mail	10	C
BSBITU211	Produce digital text documents	60	E
BSBCUS201	Deliver a service to customers	40	E
BSBCMM201	Communicate in the workforce	40	E
BSBIND201	Work effectively in a business environment	30	E
BSBIND213	Use digital technologies to communicate remotely	20	E
BSBINM202	Participate in environmentally sustainable work practices	20	E
BSBWOR202	Organise and complete daily work activities	20	E
BSBWOR203	Work effectively with others	15	E
BSBWOR204	Use business technology	20	E
Total nominal hours		305	

FUTURE PATHWAYS & OPPORTUNITIES	Complementary studies:	<ul style="list-style-type: none"> Accounting Business Management 	
	Pathways:	<ul style="list-style-type: none"> Certificate III in Business 	
	Possible Future Career Opportunities:	<ul style="list-style-type: none"> Administration Customer Service receptionist Management Marketing Public Relations Officer 	<ul style="list-style-type: none"> Accountant Receptionist Clerical Assistant Small Business Owner Sub Contractor

