Baldivis Secondary College

BSB201155 Certificate II in Business

Are you looking for a career working in the Business Services Industry?

This qualification is designed to prepare students for work in office based entry-level positions.

It is also an ideal opportunity to learn and develop skills in the Microsoft suite of products, which can be used for further study and **any** job requiring the use of business related software products. This course is an excellent foundation course for learning how to create, communicate and share business related forms and documents. The skills learned are applicable across many industries, including but not limited to: Business, Hospitality, Retail, Healthcare and Administration.

Job opportunities

Possible job roles include:

- Administration Assistant
- Clerical Worker
- Office Junior
- Receptionist

For more information please use your free account and login at http://www.myfuture.edu.au/ or http://www.myskills.gov.au.

Entry Requirements

This course is aimed at Year 11 and 12 students. Twelve (12) units must be completed, one (1) of which is a core unit and eleven (11) electives.

More Information

Contact the Curriculum Team Leader in the Humanities, Arts and Social and Social Sciences department at the College on 9523 3600

Units of Competency studied in this course

Core Units

BSBWHS201 Contribute to health and safety of self and others

Elective Units

BSBCMM201 Communicate in the workplace

BSBINN201 Contribute to workplace innovation

BSBCUS201 Deliver a service to customers

BSBITU314 Design and produce spreadsheets

BSBITU111 Operate a personal digital device

BSBWOR202 Organise and complete daily work activities

BSBSUS201 Participate in environmentally sustainable work practices

BSBINM201 Process and maintain workplace information

BSBITU211 Produce digital text documents

BSBITU213 Use digital technologies to communicate remotely

BSBWOR203 Work effectively with others

Further Study Opportunities

Possible job pathways include, but not limited to the following:

Certificate III level

BSB30415 Certificate III Business Administration	Accounts Clerk/General Clerk Accounts Payable Clerk
BSB30315 Certificate III in Micro Business Operations	Independent Contractor
BSB31115 Certificate III in Business Administration (Medical)	Junior Medical Administrator
BSB30915 Certificate III in Business Administration (Legal)	Junior Legal Receptionist
BSB31215 Certificate III in Library and Information Services	Library Assistant
BSB30719 Certificate III in Work Health and Safety	Work Health and Safety Support

Certificate IV level

BSB40515 Certificate IV Business Administration	Executive Personal Assistant Office Administrator
BSB40215 Certificate IV in Business	Administrator Project Officer
BSB40615 Certificate IV Business Sales	Sales Accountant Assistant Sales Agent
BSB40315 Certificate IV Customer Engagement	Team Leader (Contact Centre)
BSB42015 Certificate IV in Leadership and Management	Workplace Supervisor
BSB42415 Certificate IV in Marketing and Communication	Advertising and Marketing
BSB42618 Certificate IV in Small Business Management	Small Business Manager

Diploma Level

BSB50415 Diploma of Business Administration	Administration Manager
BSB50215 Diploma of Business	Executive Officer
BSB51415 Diploma of Project Management	Project Manager
BSB52015 Diploma of Conveyancing	Conveyancer
BSB50618 Diploma of Human Resources Management	Human Resources Officer/Manager

The BSB20115 Certificate II in Business is a proposed offering for the 2021 academic year. At the time of publication, no agreements have been entered into with a Registered Training Organisation for the delivery of this qualification. On the basis of interest from students in the BSB20115 Certificate II in Business, the school will initiate a formal partnership agreement with a RTO for the delivery of the qualification.