



# BSB20115 Certificate II in Business

National ID: BSB20115 | State ID: AVU8

## About this course

### An introduction to the business world through our Launchpad Program

North Metropolitan TAFE offers this course as part of the [Launchpad](#) program that is specially designed for students aged 15-17 years old. At our Leederville campus you also study 22237VIC Certificate II in General Education for Adults in a one year program. Through Launchpad you will gain the **practical skills and knowledge** to prepare for work and perform a range of **administrative tasks**.

We also offer a version of this course as a program for people with an intellectual or learning disability, designed specifically to provide these students with the skills needed to access and maintain employment. For more information visit [Programs for people with an intellectual or learning disability](#).

### Gain these skills

- Word processing
- Spreadsheets
- Mail procedures
- Preparing and processing accounts
- Operate a range of general office equipment

## Details

### Semester 1, 2020

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### Leederville - On Campus - Career Start/Launchpad



Duration: **2 Semester/s**



When: **Semester 1, 2020**



How:

**On campus**

## 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
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBINN201	Contribute to workplace innovation
BSBITU212	Create and use spreadsheets
BSBITU213	Use digital technologies to communicate remotely
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
NOWWPL101A	Work Placement
VU22446	Design and review a project

## 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

You must be 15 years old by June 30 to apply for these programs.

## Job opportunities



[General Clerk | Clerical Officer Word Processing Operator](#)

This qualification aims to improve your academic skills to undertake further training and education and enhance your employment opportunities.

*Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.*

## Important information

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2 days per week

## Fees and charges

View our [Indicative Fees list](#)

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

### International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.



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