## Course Information

**Course:** Certificate II in Business with selected units from BSB30115  
**Course Code:** BSB20115  
**Enrolment Type:** VES  
**Program Length:** 2 years  
**Location:** Mildura Senior College  
**Nominal Hours:** 400 hours (minimum)  
**RTO:** Bendigo Senior Secondary College  
**RTO Number:** 6659  
**Website:** [www.bssc.edu.au](http://www.bssc.edu.au)  
**Enrolment Type:** VES  
**Program Content:** 15 Units  
**Program Length:** 2 years  
**Nominal Hours:** 400 hours (minimum)  
**RTO:** Bendigo Senior Secondary College  
**RTO Number:** 6659  
**Website:** [www.bssc.edu.au](http://www.bssc.edu.au)  
**Delivery Mode:** Face to face, classroom based  

## Course Aims

The VET Business program will provide students with the knowledge and skills to enhance employment prospects in administrative assistance, reception and general office work. The course is designed to introduce students to effective communication, business technology, maintaining records and using Microsoft Office software such as Excel and Word.

## Areas of Study

### Unit 1 & 2:

- **BSBWHS201**: Contribute to health & safety of self and others  
- **BSBCUS201**: Deliver a service to customers  
- **BSBITU201**: Produce simple word processed documents  
- **BSBIND201**: Work effectively in a business environment  
- **BSBITU202**: Create and use spreadsheets  
- **BSBINM201**: Process & maintain workplace information  

### Unit 3 & 4:

- **BSBITU306**: Design and produce business documents  
- **BSBPRO301**: Recommend products and services  
- **BSBWOR301**: Organise personal work priorities and development  

### Type of Assessments in this subject:

- Practical Projects  
- Completion of workbooks  
- Exams  

## Pathways

Completing this program may assist students interested in Health, Business, Marketing, Medical or Human Resource traineeships and further study into Certificate III or IV, Diploma, Advanced Diploma or Degree courses.

## Possible Occupations that could relate to this study include:

- Human Resource Management  
- Legal Secretary  
- Clerical Worker  
- Administration Assistant  
- Data Entry Operator  
- Receptionist  

## Additional Information

The units listed may vary. This is a third party arrangement with Bendigo Senior Secondary College, and as the RTO, Bendigo Senior Secondary College is responsible for issuing qualifications and statements of attainment associated with this course.

*(Information is correct at time of printing – June 2017)*