



BUSINESS

BSB20115

Certificate II in Business

This qualification is delivered over two years under the auspices of Australian YMCA Institute of Education and training



in association with



This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Possible job outcomes include:

- Receptionist
- Administration assistant
- Data entry

Pathways from this qualification include studying any of the following qualifications:

- Certificate III in Business
- Certificate III in Business Administration

This qualification is made up of 12 units, 1 core and 11 electives.

Core BSBWHS201 Contribute to health and safety of self and others

Students who complete this certificate in Year 11 may be able to complete all or part of BSB30115 Certificate III in Business in Year 12.