

# CHOOSE TO SUCCEED CHOOSE MADEC

## BSB20115 CERTIFICATE II IN BUSINESS

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

### DELIVERY

- Classroom based
- External
- Traineeship

### DURATION

Duration will vary depending on the delivery mode selected.  
(6 Months)

### ENTRY REQUIREMENT

There are no entry requirements for this course.

### CAREER POSSIBILITIES

- Administrative Assistant
- Clerical Officer
- Data Entry Operator
- Information Clerk
- Office Assistant
- Receptionist

### FEE & ENTRY REQUIREMENT

Check with your local MADEC Australia office for fees and eligibility requirements.

Successful completion of 1 core unit and 11 elective units are required.

### CORE UNITS

BSBWHS201 Contribute to health and safety of self and others

### ELECTIVES

A wide range of elective units are available for sections to comply with the packaging rules.

