



BUSINESS

CERTIFICATE II IN BUSINESS BSB20115



INTAKE DATES

2018

2019

22 Jan	09 Jul	21 Jan	08 Jul
12 Feb	30 Jul	11 Feb	29 Jul
05 Mar	20 Aug	04 Mar	19 Aug
26 Mar	10 Sep	25 Mar	09 Sep
16 Apr	01 Oct	15 Apr	30 Sep
07 May	22 Oct	06 May	21 Oct
28 May	12 Nov	27 May	11 Nov
18 Jun	03 Dec	17 Jun	02 Dec



CAMPUS AVAILABILITY

- Weekday - Bondi Junction
- Weekday - Manly Beach
- Weekend - Sydney CBD
- Weekday - Melbourne CBD



COURSE LENGTH

Duration: 12 weeks approximately 3 months



COURSE FEE¹

\$1,800 per term

Application fee:

Student visa - \$250

Other visas - \$200

Workbook fee:

Free to download

OR \$5 per subject for hard copy



ENTRY REQUIREMENTS

ACADEMIC - Successful completion of Australian Year 10 or equivalent at minimum.

ENGLISH LANGUAGE PROFICIENCY² - Minimum of 4 weeks at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.



PATHWAYS³

Students who successfully complete the Certificate II in Business with results of minimum 75% in every subject may enter Certificate III courses at Australian Pacific College.



COURSE OVERVIEW & STRUCTURE

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.

The course is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested in gaining employment at entry level administrative or customer service roles such as:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information and Customer Service Desk Clerk
- Office Junior

The course will also assist students to develop higher level skills in the following areas:

- Communication
- Teamwork in a business environment
- Problem solving
- Innovation and enterprise
- Planning and organising (prioritising)
- Deliver customer service

4 SUBJECTS

Workplace Communication	Working Effectively
Workplace Administration	Basic WHS

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

MODE OF DELIVERY

International students: Face-to-face (up to 33% may be delivered online or by distance)

Local students: Face-to-face, online, distance, workplace or blended delivery modes are available.

¹ Promotional fees may be applicable from time to time. Please contact us for further details.

² For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests

³ Workbooks for most subjects can be downloaded to your USB device at no cost. Hard copies can be purchased from Student Services Office for \$5 per subject in Certificate qualifications or \$10 per subject in Diploma and Advanced Diploma qualifications (except for Advanced Diploma of Accounting where textbook fee of \$198 applies).