



# BSB20115 Certificate II in Business

National ID: BSB20115 | State ID: AVU8

## About this course

### Let's begin with the business basics.

Want a career in an office? Not sure if you have the skills?

The Certificate II in Business is a self-paced course designed for those without experience in the business sector, including school leavers and those looking for a new career or returning to the industry. Our lecturers can help you set up your email account and develop your word processing and Excel skills, as well as teaching you other essential knowledge to improve your chances of securing a career in business.

Successful completion of this course can lead into higher level qualifications and is also the foundation for many other industries.

Already employed in business? This course allows you to gain a nationally-accredited qualification while at work, recognising your capabilities while boosting your skills.

## Overview

### Available all year, 2020

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### Qualification details



Duration: **6 Months**

 Where: **Available at all campuses**

 When: **Available all year**

 How: **Distance learning**

## Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

### 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
BSBITU112	Develop keyboard skills
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBITU213	Use digital technologies to communicate remotely
BSBITU312	Create electronic presentations
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities


National ID	Unit Title
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology

## Study pathway

 [Certificate III in Business](#)

 [Certificate III in Business Administration](#)

## Job opportunities

 [Customer service operator | General clerk](#)

### Other job titles may include:

- Administration assistant
- Data entry operator
- Office junior
- Receptionist

## Fees and charges

[Click here to view North Regional TAFE's 2020 indicative fees.](#) These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

### VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).



*We're working for  
Western Australia.*

**Please note, fees are subject to change.**



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