



BSB20115 CERTIFICATE II IN BUSINESS

Ideal for students looking to gain entry-level employment in an office environment.



COST

Individuals may be eligible for funding, speak to us about your options



DURATION

Within 12 Months with a variety of full-time and part-time study options, including online (LIME Room) with extensive trainer support.



STUDY MODE

Classroom and online (flexible to your needs)



ENROLMENT

To register your interest in this course, call Axial Training on **1300 729 425** or email trgadmin@axial.com.au

The **BSB20115 Certificate II in Business** qualification provides individuals with administrative practices, as well as the basic skills and knowledge to work in a variety of business environments. This course has been designed to teach you about different procedures in business including becoming proficient in office technology (such as using a computer), dealing with customers and clients, and developing your writing skills.

Employers - Axial Training can work with you to design a bespoke course to suit your needs.

BSB20115 Units of study:

- > BSBCMM201 Communicate in the workplace
- > BSBCUS301 Deliver & monitor a service to customers
- > BSBIND201 Work effectively in a business environment
- > BSBINM201 Process & maintain workplace information
- > BSBINN201 Contribute to workplace innovation
- > BSBITU212 Create & use spreadsheets
- > BSBWHS201 Contribute to health & safety of self & others
- > BSBWOR301 Organise personal work priorities & development
- > BSBSUS201 Participate in environmentally sustainable work practices
- > BSBWOR203 Work effectively with others
- > BSBITU213 Use digital technologies to communicate remotely
- > BSBITU211 Produce digital text documents

Why choose Axial Training:

Axial Training is a Queensland based company providing exceptional vocational education and training in a variety of industry groups. Axial Training has educated over **100,000 students** for over **10,000 businesses** since 1997.

We have evolved and continue to develop into a training and recruitment partner for many businesses, with a specific focus on the **Hospitality, Business, Retail Meat, Electro-technology, Engineering, Automotive, Manufacturing, Mining and Resource** industries.



Qualification delivered by **Axial Training** - RTO 2437
connect@axial.edu.au axial.edu.au
1300 729 425



OVER 100,000 AXIAL TRAINING STUDENTS CAN'T BE WRONG

At Axial Training we pride ourselves on delivering the highest quality apprenticeship, traineeship and skills training. Speak to an Axial Business Development Associate today about training to become a:

Qualified Chef



Qualified Car Mechanic



Qualified Butcher



Qualified Truck Mechanic



Qualified Engineer



Qualified Car Air Con Mechanic



Qualified Appliance Service Tech



connect with us for more



1300 729 425

axial.edu.au

connect@axial.edu.au

3398 Pacific Hwy, Springwood

382 Sturt St, Townsville

Plus, we can deliver the essential skills in:

Hospitality



Barista



Business



Electro-Technology



GET job ready
BE WHO YOU WANT TO BE

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