

BSB20115 CERTIFICATE II IN BUSINESS

Study With Axial Training To Get The Skills and Succeed



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.

Study Mode	Online with support
Duration of Course	Up to 12 Months
Total Units	12 [1 Core & 11 Elective]



Entry Requirements



Minimum Age

You will need to be at least 16 years old. If you are under 18 your enrolment form will need to be signed by a parent or guardian.



Requirements

You will need to have access to a Lap Top or Desk Top Computer with working speakers or headphones and a suitable, reliable internet connection.



Career Outcomes

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist

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Pathways To Further Study

- Certificate III in Business
- Certificate III in Business Administration
- Certificate IV in Business
- Diploma of Business
- Diploma of Leadership and Management

Course Units

Core:

BSBWHS201 Contribute to health & safety of self & others

Elective:

- 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
- 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

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