

# BSB20115

## CERTIFICATE II IN BUSINESS

Study With Axial Training Whilst At School To Get  
The Skills and Succeed

The BSB20115 Certificate II in Business qualification provides students with an opportunity to develop skills in 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 the student about different procedures in business including, becoming proficient in office technology (such as using a computer), dealing with customers and clients, and developing an individual's writing skills.

|                           |                      |
|---------------------------|----------------------|
| <b>Study Mode</b>         | School Based - VETIS |
| <b>Duration of Course</b> | 12 Months            |
| <b>Total Units</b>        | 12                   |



### Course Units

- > BSBWHS201 Contribute to health and safety of others
- > BSBWOR203 Work effectively with others
- > SITHFAB002 Provide responsible service of alcohol
- > SITXCCS003 Interact with customers
- > SITHFAB005 Prepare and serve espresso coffee
- > SITHIND003 Use hospitality skills effectively
- > SITXCOM002 Show social and cultural sensitivity
- > SITXCCS006 Provide service to customers
- > SITXFSA001 Use hygienic practices for food safety
- > SITXFIN001 Process financial transactions
- > SITHIND002 Source and use information on the hospitality industry
- > SITXWHS001 Participate in safe work practice

**Use this course as an  
employment pathway as a:**

- > Administration Assistant
- > Office Assistant
- > Junior Office Clerk



# AXIAL<sup>TM</sup> TRAINING

*- in schools*

## Axial Training and International College – Head Office

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## Axial Training and International College

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