



NATIONALLY RECOGNISED
TRAINING

RTO: 32502 | ABN: 13 976 018 396

ENROL HERE

BSB20115

Certificate II in Business

MODE OF DELIVERY

- Face-to-face, self paced at our training hub
- Online

ENTRY REQUIREMENTS

- No entry requirements
- Students enrolling online must have access to a computer and the internet

TOTAL COURSE UNITS - 12

- 1 Core unit
- 11 Elective units

COURSE FEE

\$1200 - funding options may apply.
Contact us for more information
and eligibility check.



COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

The qualification provides a pathway to work in diverse range of businesses. Individuals with this qualification are able to perform roles such as administration assistant, clerical worker, data entry operator, information desk operator, information desk clerk, office junior or receptionist.

COURSE LENGTH

Up to 6 months.

1 CORE UNIT

- **BSBWHS201** Contribute to health and safety of others

11 ELECTIVE UNITS

- **BSBCMM201** Communicate in the workplace
- **BSBCUS201** Deliver a service to customers
- **BSBDIV301** Work effectively with diversity
- **BSBIND201** work effectively in a business environment
- **BSBINM201** Process and maintain workplace information
- **BSBSUS201** Participate in environmentally sustainable work practices
- **BSBWOR203** Work effectively with others
- **BSBWOR301** Organise personal work priorities and development
- **FSKNUM014** Calculate with whole numbers and familiar fractions, decimals and percentages for work
- **FSKNUM015** Estimate, measure and calculate with routine metric measurements for work
- **BSBWOR202** Organise and complete daily work activities



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