BSB20115 Certificate II in Business
National ID: BSB20115 | State ID: AVU8

About this course

It's time to get down to business!

Whether you just want to brush up on your office administration skills, or you need to learn these skills from scratch, this course will teach you the basics of working in a business environment. 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.

A Certificate II in Business could lead you to employment as a receptionist, data entry operator or an office junior.

Our Focus on Flexible Options

Many of our courses offer flexible learning options that provide you with the opportunity to study whenever and wherever suits you. Flexible options can include online learning, workplace assessment, recognition of prior learning and correspondence type programs that can sometimes be supplemented by block or focussed delivery.

We strive to offer a mix of flexible options that suit your needs. Typically flexible learning options are open for enrolment all year round, allowing you to start any time and completed within 6 months of your start date. Choose the right amount of units for you to study at any given time.

Our Self Paced External courses can be accessed anywhere and anytime, regardless of your geographical location!
This course is available online!

Please note: Some courses may require practical training and assessment for hands-on skills. Your training provider will let you know if that applies for your course, and explain how it will work.

Overview

Training at CRTAFE will be offered with a blended, flexible delivery model to enable social distancing measures during the COVID-19 pandemic. This approach may include a combination of online and classroom based delivery, as well as practical and work experience placements. While the mode of delivery may vary, the content and key learning outcomes of the course will remain the same. Lecturers will provide specific instructions to their student groups on how training will be undertaken and the support available to them.

Entrance requirements

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<tr>
<th>School Leaver</th>
<th>Non-School Leaver</th>
<th>AQF</th>
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<tr>
<td>OLNA or NAPLAN 9 Band 8</td>
<td>C Grades in Year 10 English and Maths or equivalent</td>
<td>Certificate I or Certificate II</td>
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Study pathway

- [Certificate III in Business](#)
- [Certificate III in Business Administration](#)
- [Certificate IV in Business](#)
- [Diploma of Business](#)

Further study opportunities

Central Regional TAFE has many further study opportunities available. Check out our Course Guide for all your future study options.
Job opportunities

Your guide to Australian careers

Successful completion of this qualification provides you with the opportunity to become clerical worker, administration assistant, data entry operator, information desk clerk, office junior or a receptionist.

Important information

Central Regional TAFE Geraldton Campus offers this qualification as a dual course along with the Certificate II in Information and Digital Media Technologies.

Additional Resources

Learners will be required to provide additional resources for this course. Details are provided in the Pre-Enrolment Information Pack:

- Dual Qualification of BSB20115 Certificate II in Business and ICT20115 Certificate II in Information, Digital Media and Technology.

Disclaimer

Courses at Central Regional TAFE are delivered subject to resources and demand. For the latest information, check with the appropriate campus, as course availability may be subject to review and change.

Fees and charges

Find our Indicative Price List here.

At Central Regional TAFE, three types of fees may be charged.

Course Fees

The course fee is determined by multiplying the tuition fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit.

Resource Fees

Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by the College to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms.
Other Fees
Other fees may be charged for goods or services that are not essential to the course such as parking, membership to student organisations and security passes.
In addition to these fees students may need to purchase textbooks, uniforms and other course specific equipment. Your Pre Enrolment Information package will provide additional information if these are required.

Please note, fees are subject to change.