



# Certificate II in Business

BSB20115

## ESSENTIAL BUSINESS SKILLS WITH A CUSTOMER FOCUS FOR THOSE STARTING OUT IN OFFICE WORK

The Certificate II in Business will give you the essential work skills needed to start a career in an office or business environment. Learn how to prioritise work tasks, help customers and work safely in a business environment. The Certificate II in Business qualification allows elective choices to suit the different needs for a range of entry level office roles.

### Let's Get Started

This qualification suits those with no prior office or business experience. Our Student Advisers have helped people of all ages to learn the skills, and develop the confidence, to start their office or business career. Learn the foundation skills of managing time, prioritising and working safely. Have some elective choices to allow you to pick skills that you would like to develop.

### Subject Choices 2 - 3 electives are required (depending on subjects chosen)

- Starting a New Job in Business
- Customer Engagement
- Workplace Safety
- Business Technology and Records (E)
- Workplace Communication (E)
- Workplace Mail and Documents (E)
- Participate in Sustainable Solutions (E)
- Word Processing - Getting Started (E)
- Keyboarding and Business Technology (E)
- Spreadsheets - An Introduction (E)

### Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate II in Business](#) page.