



## BSB20115 CERTIFICATE II IN BUSINESS

Be equipped with the knowledge and skills necessary for an entry-level career in an office environment. Learn about office procedures, business record-keeping and touch typing. Gain the skills to use a range of standard business software packages, including Word and Excel. Develop effective skills in communication and customer service.

### Course Duration

This course is delivered over 10 weeks.

Classes are rostered for 2½ days per week + self-study component.

Full Time studies requires students to attend a minimum of 20 scheduled course contact hours per week.

### Career Opportunities

This qualification suits students seeking a career in the following job roles:

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

## Study Modes

The delivery methods for this course include:

- Face-to-face classroom-based learning
  - Self-paced learning activities
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## Course Content

Students must successfully complete the following units:

- BSBWHS201 Contribute to health and safety of self and others
  - BSBCUS201 Deliver a service to customers
  - BSBINM201 Process and maintain workplace information
  - BSBINM202 Handle mail
  - BSBCMM201 Communicate in the workplace
  - BSBITU112 Develop keyboard skills
  - BSBITU211 Produce digital text documents
  - BSBITU212 Create and use spreadsheets
  - BSBITU213 Use digital technologies to communicate remotely
  - BSBWOR202 Organise and complete daily work activities
  - FNSACC311 Process financial transactions and extract interim reports
  - BSBLED101 Plan skills development
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## Recognition of Prior Learning / Work Experience

Recognition is available (on application) to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training, in a related area. Recognition may reduce the duration of your studies.

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## Government Funding

Local students may be entitled to Youth Allowance, Austudy/Abstudy or the Pensioner Education Supplement. For enquiries, please contact Centrelink on 132 490.

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## Further Studies

On completion of the BSB20115 Certificate II in Business, students may pursue a BSB30115 Certificate III in Business or a BSB30415 Certificate III in Business Administration at Stanley College or other CRICOS registered training organisations.

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Please familiarise yourself with Stanley College's [Refund and Cancellation Policy and Procedure](#).

## Entry Requirements

Completion of Australian Year 10 or equivalent

## Cost

**Tuition Fee: \$2,300**

**Material Fee: \$150\***

Easy payment plans available.

\*The Materials Fee covers equipment and resources used in the delivery of your course at Stanley College.

## Intakes

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

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