



Certificate II in Business

National ID: BSB20115 | State ID:AVU8

Are you looking to kickstart a business career?

When you complete the Certificate II in Business you'll have the skills to get your foot in the door in a clerical or administrative role in a broad range of workplaces.

You will gain a solid grounding in general office administration, including word processing, spreadsheets, workplace health and safety, and workplace communication.

Your qualification prepares you for roles such as:

Clerical worker, administration assistant, data entry operator, information desk clerk, office junior or a receptionist.

Further Study Option(s)

Certificate III in Business

Certificate III in Business Administration

Certificate IV in Business

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Course Overview



Location	Duration	Competitive	Selection criteria
Narrogin	Six months	No	No selection criteria