



BSB20115 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:

[Apply now](#)



Course Overview



Location	Duration	Competitive	Selection criteria
Esperance	Six months	No	No selection criteria
Katanning	Six months	No	No selection criteria
Manjimup	Six months	No	No selection criteria
Narrogin	Six months	No	No selection criteria