



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:

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. [Apply now](#)



Course Overview



Location	Duration	Competitive	Selection criteria
Geraldton	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Mandurah	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Bunbury	Six months	No	No 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

Please contact the college to receive an indicative price for this course.

VET Student Loans

VET Student Loans is the new program that replaces the current VET FEE HELP scheme.

Eligible students will be entitled to apply for a VET Student Loan. Comprehensive information on VET Student Loans can be found on the Australian Government website education.gov.au/vet-student-loans



International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time.

For information on international student fees and application, please follow this link to the TAFE International WA website www.tafeinternational.wa.edu.au