

Berwick Secondary College

Certificate II in Business – Program 1- 1st Year
Program 2 – 2nd Year

Course Code BSB20107

Duration 1 & 2nd year

RTO Australian Institute of Education & Training
RTO Code: 13758

Attendance Wednesdays 9:00am – 3:00pm

Program: Units 1 & 2

BSBCM201A	Communicate in the workplace
BSBIND201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information
BSBINM202A	Handle mail
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
BSBOHS201A	Participate in OHS processes
BSBWOR202A	Organise and complete daily work activities
BSBWOR203A	Work effectively with others
BSBWOR204A	Use business technology
FNSICGEN305A	Maintain daily financial/business records
Units 3 & 4	
BSBWOR301A	Organise personal work priorities and development
BSBINM301A	Organise workplace information
BSBITU306A	Design and produce business documents
BSBINN301A	Promote innovation in a team environment

Updated 9 March, 2011