

## **Cranbourne Secondary College**

Certificate II in Business Administration

Course Code: BSB20107

Duration 1 Year

Auspiced By

MEGT (Australia)Ltd/(Hailes)  
RTO Code: 3945

Attendance

Every Tuesday at Cranbourne Secondary College  
Am Class: 9.00am-11.45am  
Pm Class 12.00pm- 3.00pm  
Every Friday 12.00-3.00pm

### **Program:**

#### **Units 1 & 2**

|              |   |
|--------------|---|
| BSBCMN204A   | Work effectively with others                |
| BSBCMM203A   | Communicate in the workplace                |
| BSBCMN208A   | Deliver a service to customers              |
| BSBCMN202A   | Organise and complete daily work activities |
| FNSICGEN305B | Maintain daily financial/business records   |