

Dandenong High School

Certificate II in Business with selected units from Cert III in Business

Course Code BSB20107

Duration 2 Years

RTO Chisholm Institute
RTO Code: 0260

Attendance Every Wednesday from 9.00am – 3.15pm

Program: 2

Units 1 & 2	
BSBOHS201A	Participate in OH&S processes
BSBITU201A	Produce simple work processed documents
BSBCMN201A	Communicate in the workplace
BSBWOR202A	Organise and complete daily work activities
BSBWOR203A	Work effectively with others
Electives	
BSBWOR204A	Use business technology
BSBINN202A	Handle mail
BSBINM201A	Process and maintain workplace information
BSBCUS201A	Deliver a service to customers
Units 3 & 4	
FNSICGEN305A	Maintain daily financial/business records
BSBINM301A	Organise workplace information
BSBWOR301A	Organise personal work priorities and development
Partial Certificate–Certificate III in Business Administration (BSB30407)	
BSBITU306A	Design and produce business documents
BSBINN301A	Promote innovation in a team environment