

Keysborough College Banksia Campus

Certificate II in Business Administration (Office Administration)

Course Code BSB20101

Duration 2 Years

RTO Keysborough College
RTO Code: 22242

Attendance Wednesdays
Time: Year 1 8.45 to 12.00 Year 2 12.10 to 3.30

Program:

First Year Units 1 & 2

Second Year Units 3 & 4

BSBOHS201A	Participate in OHS processes	FNSICGEN305A	Maintain daily financial/business records
BSBCMM201A	Communicate in the workplace	BSBWOR301A	Organise personal work priorities and development
BSBWOR203A	Work effectively with others	BSBINM301A	Organise workplace information
BSBITU201A	Produce simple word processed documents	BSBITU306A	Design and produce business documents
BSBWOR202A	Organise and complete daily work activities	BSBINN301A	Promote innovation in a team environment
Electives			
BSBCUS201A	Deliver a service to customers		
BSBINM202A	Handle Mail		
BSBITU203A	Communicate electronically		
BSBSUS201A	Participate in environmentally sustainable work practices		