

Berwick Secondary College

Program 1 - Certificate II in Business

Program 2 . Certificate II in Business and Selected Units of Competence from Certificate III in Business

Course Code Program 1 - BSB20107 . 1st Year
 Program 2 - BSB20107 . 2nd Year

Duration 2 years

RTO Australian Institute of Education & Training

Attendance Wednesdays 9:00am . 3:00pm

Program:

Units 1 & 2

	Stream	
BSBCMM201A		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		
BSBINM301A		Organise workplace information
BSBINN301A		Promote innovation in a team environment
BSBITU306A		Design and produce business documents
BSBWOR301A		Organise personal work priorities and development
FNSICGEN305A		Maintain daily financial/business records