

Cranbourne Secondary College

Certificate II in Business Administration

Course Code	BSB20107
Duration	1 year
RTO	MEGT RTO Code: 3945
Attendance	Friday

Program:

Units 1 & 2

BSBOHS201A	Participate in OHS processes
BSBSUS201A	Participate in environmentally sustainable work practices
BSBINM201A	Process and maintain workplace information
BSBITU203A	Communicate electronically
BSBWOR204A	Use business technology
BSBITU201A	Produce simple word processed documents
BSBCMM201A	Communicate in the workplace
BSBCUS201A	Deliver a service to customers
BSBWOR202A	Organise and complete daily work activities
BSBWOR203A	Work effectively with others
BSBIND201A	Work effectively in a business environment
BSBINN201A	Contribute to workplace innovation