

Dandenong High School

Certificate II in Business

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| Course Code | BSB20107 |
| Duration | 2 years |
| RTO | Chisholm Institute |
| | RTO Code: 0260 |
| Attendance | Wednesdays |

Program structure VCE VET Units 1 and 2

| Code | Unit of competence |
|---------------------------|------------------------------|
| Core BSBOHS201A | Participate in OHS processes |

Electives: ELEVEN SELECTED:

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| BSBIND201A | Work effectively in a business environment |
| BSBINM201A | Process and maintain workplace information |
| BSBINM202A | Handle mail |
| BSBCMM201A | Communicate in the workplace |
| BSBITU201A | Produce simple word processed documents |
| BSBITU202A | Create and use spreadsheets |
| BSBITU203A | Communicate electronically |
| BSBSUS201A | Participate in environmentally sustainable work practices |
| BSBWOR202A | Organise and complete daily work activities |
| BSBWOR203A | Work effectively with others |
| BSBWOR204A | Use business technology |