

Dandenong High School

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

Course Code BSB20101

Duration 1 Year

RTO Narre Community Learning Centre
RTO Code 3977

Program:

Units 1-2 & 3-4

	Stream			Stream	
BSBCM202A		Organize and complete daily work activities	BSBCM207A		Prepare and process financial/business documents
BSBCM203A		Communicate in the workplace	BSBCM302A		Organize personal work priorities and development
BSBCM204A		Work effectively with others	BSBCM305A		Organize workplace information
BSBCM205A		Use business technology	BSBCM306A		Produce business documents
BSBCM209A		Provide information to clients	BABAD305A		Create and use databases
BSBCM21A		Participate in workplace safety procedures	BSBCM207A		Prepare and process financial/business documents
BSBCM213A		Produce simple work processed documents			
Plus 2 of the following electives					
BSBCM201A ****		Work efficiently in a workplace environment	BSBCM210A		Implement improved work practices
BSBCM206A		Process and maintain workplace information	BSBCM212A		Handle mail
BSBCM208A ****		Deliver a service to Customers	BSBCM214A		Create and use simple Spreadsheets
BSBCM215A		Participate in Environmental work practices			

**** Electives for 2009