BSB20112
Certificate II in Business Administration
CRICOS Course Code: 079168A

This qualification will prepare you for a busy work environment, teaching you how to apply a broad range of competencies in a varied work context using relevant theoretical knowledge. The course will cover selecting, adapting and transferring skills and knowledge to new environments, while performing a defined range of skilled operations.

Duration:
16 weeks

Entry requirements:
- IELTS score 5.0 with no sub score below 5.0 or equivalent
- Students are required to take a placement test before start date

About the course:
- Day course
- 2 lectures per week
- 1 tutorial per week

Employment Opportunities:
- Administration assistant
- Clerical worker
- Data entry operator
- Information desk clerk
- Office junior
- Receptionist

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Timetable

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Units</th>
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<tbody>
<tr>
<td>BSBIND201A</td>
<td>Work effectively in a business environment</td>
</tr>
<tr>
<td>BSBINN201A</td>
<td>Contribute to workplace innovation</td>
</tr>
<tr>
<td>BSBINN202A</td>
<td>Organise and complete daily work activities</td>
</tr>
<tr>
<td>BSBDIV301A</td>
<td>Work effectively with diversity</td>
</tr>
<tr>
<td>BSBITU203A</td>
<td>Communicate electronically</td>
</tr>
<tr>
<td>BSBITU201A</td>
<td>Produce simple word processed documents</td>
</tr>
<tr>
<td>BSBITU202A</td>
<td>Create and use spreadsheets</td>
</tr>
<tr>
<td>BSBCCMM201</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others</td>
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<tr>
<td>BSBCUS201B</td>
<td>Deliver a service to customers</td>
</tr>
<tr>
<td>SBBSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>BSBWHS201A</td>
<td>Contribute to health and safety of self and others</td>
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</tbody>
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Concession card provided