



COLLEGE AUSTRALIA

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Start building a repertoire of skills and knowledge that you will need to kick start a career in business administration

Duration: 6-12 Months

Method: Online | Blended | RPL

Payment: Upfront, Pay Per Unit

Funding: Certificate 3 Guarantee, User Choice

What Can I Expect?

Are you looking to be the next administration guru in the office? This qualification will provide you with the entry-level skills and knowledge you need to start your career in an office administration role, whether a corporate or small business.

You will develop a base knowledge to provide administration support to businesses while ensuring success and job satisfaction. With a focus on building your understanding of technology, processes and systems, you will complete your studies feeling confident to apply for your chosen career.



OFFICE
ASSISTANT



RECEPTIONIST



DATA ENTY
OPERATOR



ADMINISTRATION
ASSISTANT



Industry Experts



Live Webinars



Nationally Recognised



Blended Learning



Pathways to University



Rolling Enrolments

Core Units

- BSBCMM211 Apply communication skills

- BSBOPS201 Work effectively in business environments

- BSBPEF202 Plan and apply time management

- BSBSUS211 Participate in sustainable work practices

- BSBWHS211 Contribute to the health and safety of self and others

Elective Units

- BSBTEC201 Use business software application

- BSBPEF302 Develop self-awareness

- BSBTEC101 Operate Digital Devices

- BSBPEF101 Plan and prepare for work readiness

- BSBTEC202 Use digital technologies to communicate in a work environment

QUALIFICATION STRUCTURE

Packaging Rules

Total Number of Units: 10
5 Core Units Plus
5 Elective Units

Entry Requirements

Not Applicable.

Workplace Practical Requirements

Not Applicable.



Scan for more info

V22.1

Visit our website collegeaustralia.edu.au or call us on 07 3255 0506 for more information and current pricing.

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