COLLEGE AUSTRALIA

Learn for Life

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, RPL

Payment:
Upfront,
Payment Plan

Funding:

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.

Career Pathway Potential

- **Office Assistant**
- **Receptionist**
- **Data entry Operator**
- **Administration Assistant**

Qualification Structure

Total Number of Units: 10

- **5 Core Units**
- **5 Elective units**

Nationally Recognised Training

Skills Assure
Proud to be a Queensland Government subsidised training provider

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

Workplace Requirement

Not applicable

Entry Requirements:

Not applicable

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Visit our website ca.edu.au or call us on 07 3255 0506 for more information and current pricing. All information is correct at the time of printing. While every attempt is made to ensure that information is updated and accurate, some changes may occur without notice. V25.0

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