



Training and Development Provider

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# OFFICE SKILLS

## Business Services Cert 1 or II

COURSE CODE: BSB10107 or BSB20107

**SEMESTER 1, 2012 COURSE PROGRAM**

**DAY OF COURSE:** Wednesday

**TRAINER:** Michelle van Wyk

**CONTACT NUMBER:** 8366 2888

**LOCATION:** Office.com Virtual Enterprise  
Marden Senior College, Marden Rd, MARDEN  
3F in the 600 Block Building

| WEEK  | DATE OF CLASS | UNIT of COMPETENCY     | COURSE OUTLINE  | TIMES OF CLASS |
|---|---------------|------------------------|---|----------------|
| 1.  | 15 February   | Induction + BSBOHS201A | <b>Induction</b><br><b>Participate in OHS processes</b>   | 4.15 – 7.15pm  |
| 2.  | 22 February   | BSBOHS201A             | - work safely   | 4.15 – 7.15pm  |
| 3.  | 29 February   |                        | - implement workplace safety procedures   |                |
| 4.  | 7 March       |                        | - participate in OHS meetings<br>- follow safety procedures   |                |
| 5.  | 14 March      | BSBIND201A             | <b>Work effectively in a business environment</b>   | 4.15 – 7.15pm  |
| 6.  | 21 March      |                        | - learn to follow procedures and protocols  |                |
| 7.  | 28 March      |                        | - work in a team<br>- develop effective work habits   |                |
| 8.  | 4 April       | BSBWOR202A             | <b>Organise and complete daily work activities</b><br>- organise work schedule<br>- complete allocated work tasks correctly<br>- review your own work performance | 4.15 – 7.15pm  |
| <b>SCHOOL HOLIDAYS</b>  |               |                        |   |                |
| 9.  | 2 May         | BSBWOR202A             | <b>Organise and complete daily work activities</b><br>- organise work schedule  | 4.15 – 7.15pm  |
| 10.   | 9 May         |                        | - complete allocated work tasks correctly<br>- review your own work performance   | 4.15 – 7.15pm  |
| 11.   | 16 May        | BSBINM202A             | <b>Handle Mail</b>  | 4.15 – 7.15pm  |
| 12.   | 23 May        |                        | - receive and distribute incoming mail process<br>outgoing mail   |                |
| 13.   | 30 May        | BSBINM201A             | <b>Process and maintain workplace information</b>   | 4.15 – 7.15pm  |
| 14.   | 6 June        |                        | - Collect information<br>- Process workplace information<br>- Maintain information systems  |                |
| 15.   | 13 June       |                        | <b>Finalising all competencies</b>  | 4.15 – 7.15pm  |
| 16.   | 20 June       |                        | (Develop Keyboard Skills- BSBITU102A – may also be an option for those students who can accurately touch type using correct technique )                           |                |
| <b>INAP Graduation – Tuesday 26 June – Date and Venue TBC</b> |               |                        |   |                |

**REQUIREMENTS:** Students to wear full school uniform.  
You will require: USB drive  
Writing pad  
Pens/pencils

Please aim to arrive 20 mins early for the first lesson to allow for processing of student card and photo. Please report to student services on arrival.