

BSB20107 Certificate II in Business

12 UNITS MUST BE COMPLETED: 1 Core unit and 11 Elective units

Core Unit

BSBOHS201A	Participate in OHS processes
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Elective Units: Select eleven from the list below.

Optional electives: Four of the eleven units may be selected from BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, a maximum of 2 of the 4 units may be selected from either a Certificate I or a Certificate III qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. (For more details, about each unit and elective options; go to: www.ntis.gov.au)

Computer Skills

Work Skills

BSBITU201A	Produce simple word processed documents	BSBIND201A	Work effectively in a business environment
BSBITU202A	Create and use spreadsheets	BSBINM201A	Process and maintain workplace information
BSBITU203A	Communicate electronically	BSBINM202A	Handle mail
BSBWOR204A	Use business technology	BSBWOR202A	Organise and complete daily work activities
Finance/Innovation/Sustainability		BSBWOR203A	Work effectively with others
FNSICGEN305A	Maintain daily financial/business records	Communication/Customer Service	
BSBINN201A	Contribute to workplace innovation	BSBCUS201A	Deliver a service to customers
BSBSUS201A	Participate in environmentally sustainable work practices	BSBCM201A	Communicate in the workplace

For an explanation of terms and how your training will progress, please refer to JobSmart's Training and Assessment Guide Notes.

(For more details, about each unit and other elective options; go to: www.ntis.gov.au)

(Prior to your final selection of any elective units outside the list below, please contact JobSmart)

(Note: JobSmart is unable to deliver any level V units)

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For general traineeship information, got to: www.apprenticeshipinfo.qld.gov.au