

Qualification Outline

Certificate II in Business

Code: BSB20107

QUALIFICATION PACKAGING RULE

12 units must be selected for this qualification

1 core unit *plus*

11 elective units

Core Unit

- BSOHS201A Participate in OHS processes

Elective Units

7 of the elective units must be selected from the elective units listed below.

The other 4 elective units may be selected from the remaining elective units listed below, the 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.

- BSBCUS201A Deliver a service to customers
- BSBIND201A Work effectively in a business environment
- BSBINM201A Process and maintain workplace information
- BSBINM202A Handle mail
- BSBINN201A Contribute to workplace innovation
- BSBCMM201A Communicate in the workplace
- BSBITU201A Produce simple word processed documents
- BSBITU202A Create and use spreadsheets
- BSBITU203A Communicate electronically
- BSBSMB201A Identify suitability for micro business
- BSBSUS201A Participate in environmentally sustainable work practices
- BSBWOR202A Organise and complete daily work activities
- BSBWOR203A Work effectively with others
- BSBWOR204A Use business technology
- FNSICGEN305A Maintain daily financial/business records

Delivery

- On-site delivery program
- Self paced distance learning
- Recognition of Prior Learning/Recognition of current competencies

For further information on courses or training options, please contact us by

Phone: 1300 739 320

Email: admin@setraining.com.au