



Centacare Employment & Training Qld

Certificate II in Business (BSB20107)

Description

This qualification gives applicants a future in the administration area of business with careers as:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist

This qualification requires participants to complete twelve (12) units of competency including 1 Core Unit and 11 Elective Units.

Core Unit	
BSBOHS201A	Participate in OHS processes

Elective Units			
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		

Employability Skills for Certificate II in Business can be found on the website:

<http://employabilityskills.training.com.au/> by entering the qualification code BSB20107.