

## UNIT SELECTIONS

### BSB20115 CERTIFICATE II IN BUSINESS

LEARNER'S NAME: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Delivery method:**  Work-based  Classroom blended  Online / Distance blended

**Resource type:**  Online: Student has access to a computer/laptop and the Internet  
OR  
 Paper-based: Only available upon special request (e.g. no computer/Internet etc.)

**Computer skills:**  Beginner  Intermediate  Advanced

#### PREREQUISITES

There are no entry requirements for this qualification.

#### QUALIFICATION RULES

**12 units** are required for this qualification; they are made up of:

- **1 core unit** and
- **11 elective units**
  - 7 elective units must be selected from the elective units listed below
  - The remaining 4 elective units may be selected from the elective units listed below, or any current qualification on AGT's scope at the same qualification level. **Only 2** of the 4 elective units may be selected from a Certificate I or Certificate III qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

#### CORE UNITS: The 1 unit below is compulsory

- ✓ BSBWHS201 Contribute to health and safety of self and others

#### ELECTIVE UNITS: Please select **11** units from the below listed electives

(or up to 4 units may be selected from another qualification as stated above):

- BSBCUS201 Deliver a service to customers \*
- BSBIND201 Work effectively in a business environment \*
- BSBINM201 Process and maintain workplace information \*
- BSBINM202 Handle mail \*
- BSBINN201 Contribute to workplace innovation \*
- BSBCMM201 Communicate in the workplace \*
- BSBITU201 Produce simple word processed documents
- BSBITU202 Create and use spreadsheets
- BSBITU203 Communicate electronically \*
- BSBSMB201 Identify suitability for micro business
- BSBSUS201 Participate in environmentally sustainable work practices \*
- BSBWOR202 Organise and complete daily work activities \*
- BSBWOR203 Work effectively with others \*
- BSBWOR204 Use business technology \*

#### Office Only:

Resources: Precision (paper-based), Didakso-Precision (online)

\*Resources coming soon