

## UNIT SELECTIONS

# BSB20107 CERTIFICATE II IN BUSINESS

**Twelve units** are required for this qualification, consisting of one core unit and eleven elective units.

Competency requires the below **one** core unit to be completed.

- BSBOHS201A** Participate in OHS processes

Please select **eleven** units from the below electives units (Please tick appropriate boxes):

- 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

A minimum of seven units **must** be chosen from the above section. The additional four units may be chosen from another Training Package on Access Group Training's scope at a Certificate II level (a maximum of 2 of the 4 units may be selected from a Certificate III qualification).

Please refer to Access Group Training administration for further information.