

Order Form: BSB07 Qualifications

BSB20107 Certificate II in Business

Core Units: (1 Units)	Please tick required units
BSBOHS201A Participate in OHS processes	
Elective Units: (Select a minimum of 11)	
BSBADM101A Use business equipment and resources	
BSBCMM201A Communicate in the workplace	
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	
BSBITU102A Develop keyboard skills	
BSBITU201A Produce simple word processed documents	
BSBITU202A Create and use spreadsheets	
BSBITU203A Communicate electronically	
BSBSUS201A Participate in environmentally sustainable work practices	
BSBWOR202A Organise and complete daily work activities	
BSBWOR203A Work effectively with others	
BSBWOR204A Use business technology	

BSB30107 Certificate III in Business

Core Units: (1 Units)	Please tick required units
BSBOHS201A Participate in OHS processes	
Elective Units: (Select a minimum of 11)	
BSBADM311A Maintain business resources	
BSBCMM301A Process customer complaints	
BSBCUS301A Deliver and monitor a service to customers	
BSBDIV301A Work effectively with diversity	
BSBFIA301A Maintain financial records	
BSBINM301A Organise workplace information	
BSBITU301A Create and use databases	
BSBITU302A Create electronic presentations	
BSBITU303A Design and produce text documents	

BSB30107 Certificate III in Business contd.

Elective Units: (Select a minimum of 11) contd.	
BSBITU306A Design and produce business documents	
BSBPUR301A Purchase goods and services	
BSBSUS301A Implement and monitor environmentally sustainable work practices	
BSBWOR301A Organise personal work priorities and development	
BSBWRT301A Write simple documents	

BSB30407 Certificate III in Business Administration

Core Units: (2 Units)	Please tick required units
BSBOHS201A Participate in OHS processes	
BSBITU307A Develop keyboarding speed and accuracy	
Administration Units: (Select a minimum of 7)	
BSBADM307A Organise schedules	
BSBITU302A Create electronic presentations	
BSBITU303A Design and produce text documents	
BSBITU304A Design and produce spreadsheets	
BSBITU306A Design and produce business documents	
BSBITU309A Produce desktop published documents	
BSBWRT301A Write simple documents	
Elective Units: (Select a minimum of 4)	
BSBADM311A Maintain business resources	
BSBCMM301A Process customer complaints	
BSBINM301A Organise workplace information	
BSBWOR301A Organise personal work priorities and development	
BSBCUS301A Deliver and monitor a service to customers	
BSBFIA301A Maintain financial records	
BSBITU301A Create and use databases	

Note: Units need only be purchased once. For example, if you purchase both the Certificate II and III in business, BSBOHS201A only needs to be counted once.

