
Certificate II in Business

| BSB20115 Certificate II in Business | |
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| BSBWOR204 | Use business technology |
| BSBWOR203 | Work effectively with others |
| BSBWOR202 | Organise and complete daily work activities |
| BSBITU201 | Produce simple word-processed documents |
| BSBITU202 | Create and use spreadsheets |
| BSBITU302 | Create electronic presentations |
| BSBITU303 | Design and produce text documents |
| BSBINM201 | Process and maintain workplace information |
| BSBINM202 | Handle mail |
| BSBCMM201 | Communicate in the workplace |
| BSBSUS201 | Participate in environmentally sustainable work practices |
