

BSB10107 Certificate I in Business

Overview

This qualification allows individuals to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

Qualification Requirements:

Core = 1 Unit

All core units are required to be completed as follows:

Field	Code	Unit Title
Occupational Health and Safety	BSBOHS201A	Participate in OHS processes

Electives = 5 units

All electives must be selected from the list of units below.

Field	Code	Unit Title
General Administration	BSBADM101A	Use business equipment and resources
Industry Context	BSBIND201A	Work effectively in a business environment
Interpersonal Communication	BSBCMM101A	Apply basic communication skills
IT Use	BSBITU101A	Operate a personal computer
	BSBITU102A	Develop keyboard skills
Learning and Development	BSBLED101A	Plan skills development
Sustainability	BSBSUS201A	Participate in environmentally sustainable work practices
Workplace Effectiveness	BSBWOR202A	Organise and complete daily work activities