

Certificate I in Business

BSB10107

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

Total number of units = 6

1 core unit as listed below

BSBOHS201A Participate in OHS processes

Plus 5 **elective units**

4 elective units must be selected from the elective units listed below.

1 elective unit may be selected from the remaining elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level.

BSBADM101A	Use business equipment and resources
BSBIND201A	Work effectively in a business environment
BSBCMM101A	Apply basic communication skills
BSBITU101A	Operate a personal computer
BSBITU102A	Develop keyboard skills
BSBITU202A	Create and use spreadsheets
BSBLED101A	Plan skills development
BSBSUS201A	Participate in environmentally sustainable work practices
BSBWOR202A	Organise and complete daily work activities



This qualification outline shows qualification packaging rules as documented in the National Training Package. Course delivery options, scheduling and available elective units may vary.

Learning Options
INSPIRE ■ INNOVATE ■ EMPOWER

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