BSB20107 Certificate II in Business

BSBCMM201A - Communicate in the workplace

BSBINM201A - Process and maintain workplace information

BSBITU102A - Develop keyboard skills

BSBITU201A - Produce simple word processed documents

BSBITU202A - Create and use spreadsheets

BSBWOR203B - Work effectively with others

BSBWOR204A - Use business technology