BSBSS00112 Workplace Technology Skill Set

# Modification History

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| Release | Comments |
| Release 1 | This version first released with BSB Business Services Training Package Version 7.0. |

# Description

This skill set addresses the introductory skills and knowledge to use workplace technology for a range of purposes required within an organisation.

# Pathways Information

Units from this skill set can contribute to credit towards BSB30120 Certificate III in Business (Technology).

# Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

# Skill Set Requirements

BSBTEC203 Research using the internet

BSBTEC301 Design and produce business documents

BSBTEC302 Design and produce spreadsheets

BSBTEC303 Create electronic presentations

# Target Group

This skill set is for individuals who may be entering the workforce or changing job roles and require basic technology skills.

# Suggested words for Statement of Attainment

These units of competency from the BSB Business Services Training Package meet industry requirements for using basic technology skills in a workplace environment.