BSBSS00112 Workplace Technology Skill Set

Release: 1

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Modification History

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.