Australian Government

BSBSS00113 Digital Business Administration 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 skills and knowledge to use digital technology in a business administration role for a range of purposes required within an organisation.

Pathways Information

Units from this skill set can contribute to credit towards BSB40120 Certificate IV in Business (Business Administration).

Licensing/Regulatory Information

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

Skill Set Requirements

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BSBTEC401 Design and produce complex text documents
BSBTEC402 Design and produce complex spreadsheets
BSBTEC403 Apply digital solutions to work processes
BSBTEC404 Use digital technologies to collaborate in a work environment
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Target Group

This skill set is for individuals who use digital technology in the workplace, particularly in a business administration role.

Suggested words for Statement of Attainment

These units of competency from the BSB Business Services Training Package meet industry requirements for an individual who is required to use technology in business administration roles.