

# URANGAN STATE HIGH SCHOOL

(RTO Number 30449)



This is to certify that

«First\_Name» «Last\_Name»

has fulfilled the requirements for

**BSB20112**

**CERTIFICATE II IN BUSINESS**

**Linda Buxton**  
Principal  
Urangan State High School

**Dated:** 20<sup>th</sup> November 2014



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(RTO Number 30449)



## Record of Results

«**First\_Name**» «**Last\_Name**»

has achieved the following units of competency in  
**BSB20112 Certificate II in Business**

UNIT CODE	UNIT NAME
BSBCMM201A	Communicate in the workplace
BSBINM201A	Process and maintain workplace information
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
BSBITU302B	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBSUS201A	Participate in environmentally sustainable work practices
BSBWHS201A	Contribute to health and safety of self and others
BSBWOR202A	Organise and complete daily work activities
BSBWOR203B	Work effectively with others
BSBWOR204A	Use business technology

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**Linda Buxton**  
Principal  
Urangan State High School

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(Issued without alteration or erasure)