

**CERTIFICATE III IN BUSINESS Administration
BSB30407**

Requiring 13 units for the qualification

- 2 core units
- 7 units from the units listed below
- 4 units may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package. If not listed below, a maximum of 2 of the 4 units may be selected from either a Certificate II or a Certificate IV qualification.
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level

Core Unit

BSBOHS201A Participate in OHS Processes
BSBITU307A Develop keyboarding speed and accuracy

Elective Units

BSBFIA302A Process payroll
BSBFIA303A Process accounts payable and receivable
BSBFIA304A Maintain a general ledger
BSBADM307B Organise schedules
BSBITU302A Create electronic presentations
BSBITU303A Design and produce text documents
BSBITU304A Produce spreadsheets
BSBITU306A Design and produce business documents
BSBITU309A Produce desktop published documents
BSBWRT301A Write simple documents
BSBCUS301A Deliver and monitor a service to customers
BSBDIV301A Work effectively with diversity
BSBFIA301A Maintain financial records
BSBADM302B Produce texts from notes
BSBADM303B Produce texts from audio transcription
BSBADM311A Maintain business resources
BSBINM301A Organise workplace information
BSBINM302A Utilise a knowledge management system
BSBINM303A Handle receipt and despatch of information
BSBINN201A Contribute to workplace innovation
BSBCM301A Process customer complaints
BSBITU301A Create and use databases
BSBITU305A Conduct online transactions
BSBOHS407A Monitor a safe workplace
BSBPRO301A Recommend products and services
BSBSUS201A Participate in environmentally sustainable work practices
BSBWOR204A Use business technology
BSBWOR301A Organise personal work priorities and development
BSBWOR302A Work effectively as an off-site worker