

# Qualification Outline

**Certificate III in Business Administration**

**Code: BSB30407**

## QUALIFICATION PACKAGING RULES

13 units must be selected for this qualification

- 2 Core units *plus*
- 7 Administration units *plus*
- 4 Elective units

### Core Units

- BSBITU307A Develop keyboarding speed and accuracy
- BSBOHS201A Participate in OHS processes

### Administration 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

### Elective Units

4 electives selected from the remaining administration units, the generic business elective units listed below or from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, a maximum of 2 electives may be selected from a Certificate II or Certificate IV qualification.

- 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
- BSBCMM301A 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

## **Delivery**

- On-site delivery program
- Self paced distance learning
- Recognition of Prior Learning/Recognition of current competencies

**For further information on courses or training options, please contact us by**

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