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Certificate III in Business
BSB30110

Qualification Rules

You must complete 12 units of competency consisting of:
1 core unit plus 7 elective units, plus
Another 4 units may be selected from any of the units listed below.
A maximum of 2 units may be selected from Certificate IV or 1 unit from Certificate II Qualification

UNITS OF COMPETENCY

CODE	TITLE	
	CORE UNITS	
BSBOHS301B	Apply knowledge of OHS legislation in the workplace	OHS
	ELECTIVE UNITS	
BSBADM311A	Maintain business resources	ADMIN
BSBINM301A	Organise workplace information	ADMIN
BSBINM302A	Utilise a knowledge management system	ADMIN
BSBINN301A	Promote innovation in a team environment	ADMIN
BSBWOR301A	Organise personal work priorities and development	ADMIN
BSBWRT301A	Write simple documents	ADMIN
BSBCUS301A	Deliver and monitor a service to customers	CUSTOMER
BSBCMM301A	Process customer complaints	CUSTOMER
BSBPRO301A	Recommend products and services	CUSTOMER
BSBFIA301A	Maintain financial records	FINANCIAL
BSBITU301A	Create and use databases	IT
BSBITU302B	Create electronic presentations	IT
BSBITU303A	Design and produce text documents	IT
BSBITU304A	Produce spread sheets	IT
BSBITU306A	Design and produce business documents	IT
BSBITU309A	Produce desktop published documents	IT
	ADDITIONAL UNITS	
BSBADM302B	Produce text from notes	ADMIN
BSBADM307B	Organise schedules	ADMIN
BSBFIA302A	Process payroll	FINANCIAL
BSBFIA303A	Process accounts payable and receivable	FINANCIAL
BSBFIA304A	Maintain a general ledger	FINANCIAL
BSBITU307A	Develop keyboarding speed and accuracy	IT

Cost: $2,000 – Payment options are available
Training Delivery: Self-paced trainer facilitated, supported distance and trainer led.
Traineeship: Employers may be eligible for Commonwealth funding.

NATIONALLY RECOGNISED TRAINING

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