Certificate III in Business Administration BSB30407

Qualification Rules

You must complete 13 units of competency consisting of:
2 core unit plus 11 elective units
7 elective units must be selected from Group A
The remaining 4 elective units may be selected from Group A or Group B
2 units may be selected from either Certificate II or Certificate IV Qualification

UNITS OF COMPETENCY

CODE	TITLE	
	CORE UNITS	
BSBITU307A	Develop keyboarding speed and accuracy	IT
BSBOHS201A	Participate in OHS processes	OHS
	ELECTIVE UNITS	
BSBADM307B	Organise schedules	Administration
BSBWRT301A	Write simple documents	Administration
BSBFIA302A	Process payroll	Financial
BSBFIA303A	Process accounts payable and receivable	Financial
BSBFIA304A	Maintain a general ledger	Financial
BSBITU302A	Create electronic presentations	IT
BSBITU303A	Design and produce text documents	IT
BSBITU304A	Produce spreadsheets	IT
BSBITU306A	Design and produce business documents	IT
BSBITU309A	Produce desktop published documents	IT
	ADDITIONAL UNITS	
BSBADM302B	Produce text from notes	Administration
BSBADM311A	Maintain business resources	Administration
BSBINM301A	Organise workplace information	Admin
BSBINM302A	Utilise a knowledge management system	Administration
BSBINN201A	Contribute to workplace innovation	Administration
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
BSBOHS407A	Monitor a safe workplace	OHS

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

Contact: Phone: 47 23 1666 Fax: 4723 1150 Email: enquiries@jobtrain.com.au Web: www.jobtrain.com.au
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