

BSB30407 Certificate III in Business Administration

13 UNITS MUST BE COMPLETED: 2 Core units, 7 Administration units and 4 Elective units

Core Units

BSBOHS201A	Participate in OHS processes	BSBITU307A	Develop keyboarding speed and accuracy
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Administration Units: Select 7 from the list below

Information Technology

BSBITU302A	Create electronic presentations
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BSBITU303A	Design and produce text documents
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BSBITU304A	Produce spreadsheets
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BSBITU306A	Design and produce business documents
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BSBITU309A	Produce desktop published documents
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Finance

BSBFIA302A	Process payroll
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BSBFIA303A	Process accounts payable and receivable
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BSBFIA304A	Maintain a general ledger
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Other	
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BSBWRT301A	Write simple documents
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BSBADM307B	Organise schedules
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Elective Units: Select four from the list below or from the remaining Administration units from the above list.

Optional electives: Elective units may be selected from BSB07 Business Services Training Package or any other currently endorsed national 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.

Information Technology

BSBADM302B	Produce texts from notes
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BSBADM303B	Produce texts from audio transcription
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BSBITU301A	Create and use databases
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BSBITU305A	Conduct on-line transactions
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BSBWOR204A	Use business technology
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Customer Service

BSBCUS301A	Deliver and monitor a service to customers
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BSBCM301A	Process customer complaints
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BSBPRO301A	Recommend products and services
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BSBDIV301A	Work effectively with diversity
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Other	
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Finance		BSBINN201A	Contribute to workplace innovation
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BSBFIA301A	Maintain financial records	BSBSUS201A	Participate in environmentally sustainable work practices
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Information Management		BSBWOR301A	Organise personal work priorities and development
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BSBINM301A	Organise workplace information	BSBADM311A	Maintain business resources
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BSBINM302A	Utilise a knowledge management system	BSBOHS407A	Monitor a safe workplace
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For an explanation of terms and how your training will progress, please refer to JobSmart's Training and Assessment Guide Notes.

(For more details, about each unit and other elective options; go to: www.ntis.gov.au)

(Prior to your final selection of any elective units outside the list below, please contact JobSmart)

(Note: JobSmart is unable to deliver any level V units)

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For general traineeship information, got to: www.apprenticeshipinfo.qld.gov.au