

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

BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets

BSBITU306A Design and produce business documents

BSBITU309A Produce desktop published documents

Finance

BSBFIA302A Process payroll

BSBFIA303A Process accounts payable and receivable

BSBFIA304A Maintain a general ledger

Other

BSBWRT301A Write simple documents

BSBADM307B Organise schedules

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

BSBADM303B Produce texts from audio transcription

BSBITU301A Create and use databases

BSBITU305A Conduct on-line transactions

BSBWOR204A Use business technology

Customer Service

BSBCUS301A Deliver and monitor a service to customers

BSBMM301A Process customer complaints

BSBPRO301A Recommend products and services

BSBDIV301A Work effectively with diversity

Other

BSBINN201A Contribute to workplace innovation

BSBSUS201A Participate in environmentally sustainable work practices

BSBWOR301A Organise personal work priorities and development

BSBWOR302A Work effectively as an off-site worker

BSBADM311A Maintain business resources

BSBOHS407A Monitor a safe workplace

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