

BSB30407 Certificate III in Business Administration

Overview

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

Qualification Requirements:

Total number of units = 13

2 core units

Field	Code	Unit Title
IT Use	BSBITU307A	Develop keyboarding speed and accuracy
Occupational Health and Safety	BSBOHS201A	Participate in OHS processes

plus

7 administration units selected from the administration units listed below

Field	Code	Unit Title
Financial Administration	BSBFIA302A	Process payroll
	BSBFIA303A	Process accounts payable and receivable
	BSBFIA304A	Maintain a general ledger
General Administration	BSBADM307B	Organise schedules
IT Use	BSBITU302A	Create electronic presentations
	BSBITU303A	Design and produce text documents
	BSBITU304A	Produce spreadsheets
	BSBITU306A	Design and produce business documents
	BSBITU309A	Produce desktop published documents
Writing	BSBWRT301A	Write simple documents

plus

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.

Field	Code	Unit Title
Customer Service	BSBCUS301A	Deliver and monitor a service to customers
Diversity	BSBDIV301A	Work effectively with diversity

Field	Code	Unit Title
Financial Administration	BSBFIA301A	Maintain financial records
General Administration	BSBADM302B	Produce texts from notes
	BSBADM303B	Produce texts from audio transcription
	BSBADM311A	Maintain business resources
Information Management	BSBINM301A	Organise workplace information
	BSBINM302A	Utilise a knowledge management system
	BSBINM303A	Handle receipt and despatch of information
Innovation	BSBINN201A	Contribute to workplace innovation
Interpersonal Communication	BSBCMM301A	Process customer complaints
IT Use	BSBITU301A	Create and use databases
	BSBITU305A	Conduct online transactions
Occupational Health & Safety	BSBOHS407A	Monitor a safe workplace
Product Skills and Advice	BSBPRO301A	Recommend products and services
Sustainability	BSBSUS201A	Participate in environmentally sustainable work practices
Workplace Effectiveness	BSBWOR204A	Use business technology
	BSBWOR301A	Organise personal work priorities and development
	BSBWOR302A	Work effectively as an off-site worker