

# Certificate III in Business Administration

## BSB30407

### 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** as listed below

|            |                                        |
|------------|----------------------------------------|
| BSBITU307A | Develop keyboarding speed and accuracy |
| BSBOHS201A | Participate in OHS processes           |

**Plus 7 administration units** as listed below

|            |                                         |
|------------|-----------------------------------------|
| BSBFIA302A | Process payroll                         |
| BSBFIA303A | Process accounts payable and receivable |
| BSBFIA304A | Maintain a general ledger               |
| BSBADM307B | Organise schedules                      |
| BSBITU302A | Create electronic presentations         |
| BSBITU303A | Design and produce text documents       |
| BSBITU304A | Produce spreadsheets                    |
| BSBITU306A | Design and produce business documents   |
| BSBITU309A | Produce desktop published documents     |
| BSBWRT301A | Write simple documents                  |

**Plus 4 elective units** 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.



|            |                                                           |
|------------|-----------------------------------------------------------|
| BSBCUS301A | Deliver and monitor a service to customers                |
| BSBDIV301A | Work effectively with diversity                           |
| BSBFIA301A | Maintain financial records                                |
| BSBADM302B | Produce texts from notes                                  |
| BSBADM303B | Produce texts from audio transcription                    |
| BSBADM311A | Maintain business resources                               |
| BSBINM301A | Organise workplace information                            |
| BSBINM302A | Utilise a knowledge management system                     |
| BSBINM303A | Handle receipt and despatch of information                |
| BSBINN201A | Contribute to workplace innovation                        |
| BSBCMM301A | Process customer complaints                               |
| BSBITU301A | Create and use databases                                  |
| BSBITU305A | Conduct online transactions                               |
| BSBOHS407A | Monitor a safe workplace                                  |
| BSBPRO301A | Recommend products and services                           |
| BSBSUS201A | Participate in environmentally sustainable work practices |
| BSBWOR204A | Use business technology                                   |
| BSBWOR301A | Organise personal work priorities and development         |
| BSBWOR302A | Work effectively as an off-site worker                    |

