

CERTIFICATE III IN BUSINESS ADMINISTRATION (BSB30407)



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.

JOB OUTCOMES

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.

Total number of units = 13

2 core units plus

11 elective units

CORE UNITS

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

ELECTIVE UNITS

- BSBFIA302A Process payroll
- BSBFIA303A Process accounts payable and receivable
- BSBFIA304A Maintain a general ledger
- BSBADM307A Organise schedules
- BSBITU302B 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
- 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

