

## UNIT SELECTIONS

### BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

LEARNER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Delivery method:**  Work-based  Classroom blended  Online / Distance blended

**Resource type:**  Online: Student has access to a computer/laptop and the Internet  
OR  
 Paper-based: Only available upon special request (e.g. no computer/Internet etc.)

**Computer skills:**  Beginner  Intermediate  Advanced

#### PREREQUISITES

There are no prerequisites for entry into this course.

#### QUALIFICATION RULES

13 units are required for this qualification; consisting of 2 core units and 11 elective units

- 7 elective units must be selected from the **Group A** of the elective list below
- The remaining 4 elective units may be selected from the **Group A** or **Group B** elective units listed below, or other current qualification at the same level on Access Group Training's scope. If not listed below 2 of the electives units may be selected from a Certificate II or Certificate IV qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid industry-supported vocational outcome.

#### CORE UNITS: The 2 units below are compulsory

- ✓ BSBITU307 Develop keyboarding speed and accuracy \*
- ✓ BSBWHS201 Contribute to health and safety of self and others

#### GROUP A ELECTIVE UNITS: Please select 7 units from the below electives

##### Financial Administration

- BSBFIA303 Process accounts payable and receivable \*
- BSBFIA304 Maintain a general ledger \*

##### General Administration

- BSBADM307 Organise schedules

##### IT Use

- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents \*
- BSBITU304 Produce spreadsheets \*
- BSBITU306 Design and produce business documents \*

##### Writing

- BSBWRT301 Write simple documents \*

## BSB30415 Certificate III in Business Administration: Unit selections

### GROUP B ELECTIVE UNITS:

Please select **4** units from the above Group A or below Group B electives (or 2 units may be selected from another qualification as stated in the qualification rules).

#### Customer Service

- BSBCUS301 Deliver and monitor a service to customers \*

#### Diversity

- BSBDIV301 Work effectively with diversity

#### Financial Administration

- BSBFIA301 Maintain financial records \*

#### General Administration

- BSBADM311 Maintain business resources

#### Information Management

- BSBINM301 Organise workplace information \*

#### Innovation

- BSBINN201 Contribute to workplace innovation

#### Interpersonal Communication

- BSBCMM301 Process customer complaints \*

#### Work Health and Safety

- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

#### Product Skills Advice

- BSBPRO301 Recommend products and services

#### Workplace Effectiveness

- BSBWOR204 Use business technology \*
- BSBWOR301 Organise personal work priorities and development \*

#### **Office Only:**

Resources: Precision (paper-based), Didakso-Precision (online)

\*Resources coming soon