

UNIT SELECTIONS

BSB30110 CERTIFICATE III IN BUSINESS

Twelve units are required for this qualification, consisting of one core unit and eleven elective units.

Competency requires the below **one** core unit to be completed.

- ✓ BSBOHS301B Apply knowledge of OHS legislation in the workplace

Please select **eleven** units from the below electives units (Please tick appropriate boxes):

- BSBCUS301A Deliver and monitor a service to customers
- BSBDIV301A Work effectively with diversity
- BSBFIA301A Maintain financial records
- BSBADM311A Maintain business resources
- BSBINM301A Organise workplace information
- BSBINM302A Utilise a knowledge management system
- BSBINN301A Promote innovation in a team environment
- BSBCMM301A Process customer complaints
- BSBITU301A Create and use databases
- BSBITU302B Create electronic presentations
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBITU305A Conduct online transactions
- BSBITU306A Design and produce business documents
- BSBITU309A Produce desktop published documents
- BSBPRO301A Recommend products and services
- BSBPUR301B Purchase goods and services
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBWOR301A Organise personal work priorities and development
- BSBWOR302A Work effectively as an off-site worker
- BSBWRT301A Write simple documents

A minimum of seven units **must** be chosen from the above section. The additional four units may be chosen from another Training Package on Access Group Training's scope at a Certificate III level (a maximum of 1 unit may be selected from a Certificate II level qualification or 2 of the 4 units may be selected from a Certificate IV qualification).

Please refer to Access Group Training administration for further information.