

See below an example of BSB30412 Certificate III in Business Administration training plan(s) for core, stream, recommended and elective units, (if applicable) as per Grouping Requirements as offered by Work Skills

BSB30412 Certificate III in Business Administration Example

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<u>Code</u>	<u>Unit Name</u>
Compulsory Units	
BSBWHS201A	Contribute to health and safety of self and others
BSBITU307A	Develop keyboarding speed & accuracy

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Administration Elective Units Group A Choose 7

<u>Code</u>	<u>Unit Name</u>
BSBWRT301A	Write simple documents
BSBITU304A	Produce spreadsheets
BSBFIA303A	Process accounts payable and receivable
BSBFIA304A	Maintain a general ledger
BSBADM307B	Organise schedules
BSBITU302B	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents

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Administration Elective Units options Group B choose 4

<u>Code</u>	<u>Unit Name</u>
BSBCMM301B	Process customer complaints
BSBINM301A	Organise workplace information
BSBPRO301A	Recommend products and services
BSBADM311A	Maintain business resources
BSBWOR204A	Use business technology
BSBWOR301B	Organise personal work priorities and development
BSBCUS301B	Deliver and monitor a service to customers
BSBSUS301A	Implement and monitor environmentally sustainable work practices