

BSB30415

Certificate III in Business Administration



Core Units

BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others

Electives

BSBFIA303	Process accounts payable and receivable
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
BSBCMM301	Process customer complaints
BSBFIA301	Maintain financial records
BSBADM307	Organise schedules
BSBDIV301	Work effectively with diversity
BSBITU306	Design and produce business documents

Course details

To achieve a full qualification, a total of 13 units must be successfully completed: 2 core units and 11 elective units.

For further information

WISE Training

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Interskills

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