

Name:

BSB30415 – Certificate III in Business Administration – 2 Core + 11 Electives required

CORE Units (2 units out of 2 to be marked)	RPL or Credit Transfer (CT) or Study Unit – please tick your preference		
BSBITU307 Develop keyboarding speed and accuracy - What version of Word do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWHS201 Contribute to health and safety of self and others	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
ELECTIVE Units – GROUP A (7 units to be ticked)			
BSBADM307 Organise schedules (General administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFIA302 Process payroll (Financial administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFIA303 Process accounts payable and receivable (Financial administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFIA304 Maintain a general ledger (Financial administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU302 Create electronic presentations (using PowerPoint) (IT focus) - What version of PowerPoint do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU303 Design and produce text documents (IT focus) - What version of Office do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU304 Produce spreadsheets (using Excel) (IT focus) - What version of Excel do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU306 Design and produce business documents (IT focus) - What version of Office do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU309 Produce desktop published documents (using Publisher) (IT focus) - What version of Publisher do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWRT301 Write simple documents (General writing focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
ELECTIVE Units – GROUP B (4 units to be ticked – these 4 can be either from this Group B below or from any remaining units in Group A above)			
BSBADM302 Produce texts from notes (General administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBADM303 Produce texts from audio transcription (General administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBADM311 Maintain business resources (General administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

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BSBCMM301 Process customer complaints (Interpersonal communication focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCUS301 Deliver and monitor a service to customers (Customer service focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBDIV301 Work effectively with diversity (Diversity focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFIA301 Maintain financial records (Financial administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINM301 Organise workplace information (Information management focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINM302 Utilise a knowledge management system (Information management focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINM303 Handle receipt and despatch of information (Information management focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINN201 Contribute to workplace innovation (Innovation focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU301 Create and use databases (using Access) (IT focus) - What version of Access do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 If you don't use Access you can still undertake this unit using whichever database software you have as only the screenshots will be different, the concepts similar.	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU305 Conduct online transactions (IT focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPRO301 Recommend products and services (Product skills and advice focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSUS201 Participate in environmentally sustainable work practices (Sustainability focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR204 Use business technology What version of Office do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR301 Organise personal work priorities and development (Workplace effectiveness focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR302 Work effectively as an off-site worker (Workplace effectiveness focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements (WHS focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

Once completed, please email to support@financeinstitute.com.au