

## BSB30415 Certificate III in Business Administration

### Units of Competency included

Codes:	Unit Titles:
BSBADM303	Produce text from audio transcription
BSBADM307	Organise schedules
BSBADM405	Organise meetings
BSBCMM201	Communicate in the workplace
BSBCUS301	Deliver and monitor a service to customers
BSBFIA303	Process accounts payable and receivable
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBWRT301	Write simple documents