

REPORT 2 — TIME 10:52:39 May 9 2014

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## MILL PARK COMMUNITY SERVICES GROUP INC

## Enrolments and completions by Units of Competency

Year 2013, Offshore flag: N

Unit of Competency	Description	Enrolments	Completions
BSBMED201A	USE BASIC MEDICAL TERMINOLOGY	0	0
BSBADM308A	PROCESS PAYROLL	13	4
BSBCMM301A	PROCESS CUSTOMER COMPLAINTS	1	1
BSBCMN207A	PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS	14	10
BSBFIA303A	PROCESS ACCOUNTS PAYABLE AND RECEIVABLE	2	2
BSBFIA304A	MAINTAIN A GENERAL LEDGER	2	1
BSBITU201A	PRODUCE SIMPLE WORD PROCESSED DOCUMENTS	18	13
BSBITU202A	CREATE AND USE SPREADSHEETS	18	13
BSBITU203A	COMMUNICATE ELECTRONICALLY	7	4
BSBITU301A	CREATE AND USE DATABASES	1	1
BSBITU302A	CREATE ELECTRONIC PRESENTATIONS	1	1
BSBMED202A	FOLLOW OHS POLICIES AND PROCEDURES IN A MEDICAL OFFICE	36	27
BSBMED301A	USE ADVANCED MEDICAL TERMINOLOGY	7	7
BSBMED302A	PREPARE AND PROCESS MEDICAL ACCOUNTS	41	31
BSBMED303A	MAINTAIN PATIENT RECORDS	36	27
BSBMED304B	ASSIST IN CONTROLLING STOCKS AND SUPPLIES	36	27
BSBMED305A	APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT	36	27
BSBWHS201A	CONTRIBUTE TO HEALTH AND SAFETY OF SELF AND OTHERS	1	1
BSBWOR204A	USE BUSINESS TECHNOLOGY	2	1
BSBWRT301A	WRITE SIMPLE DOCUMENTS	1	1
ICAICT101A	OPERATE A PERSONAL COMPUTER	37	28
ICAICT102A	OPERATE WORD-PROCESSING APPLICATIONS	29	17
ICAICT103A	USE, COMMUNICATE AND SEARCH SECURELY ON THE INTERNET	19	10
ICAICT104A	USE DIGITAL DEVICES	11	8
ICAICT105A	OPERATE SPREADSHEET APPLICATIONS	21	13
ICAICT106A	OPERATE PRESENTATION PACKAGES	13	8
ICAICT208A	OPERATE ACCOUNTING APPLICATIONS	34	13
ICAICT210A	OPERATE DATABASE APPLICATIONS	3	2

## Comments

Enrolments:

Completions: