

Qualification Outline

Certificate IV in Business Administration

Code: BSB40507

QUALIFICATION PACKAGING RULES

10 units must be selected for this qualification

5 Administration units

5 Elective units

Administration Units

● BSBFIA401A	Prepare financial reports
● BSBADM401B	Produce complex texts from shorthand notes
● BSBADM405B	Organise meetings
● BSBADM406B	Organise business travel
● BSBADM411A	Produce complex texts from audio transcription
● BSBINM401A	Implement workplace information system
● BSBITA401A	Design databases
● BSBITU401A	Design and develop complex text documents
● BSBITU402A	Develop and use complex spreadsheets
● BSBITU404A	Produce complex desktop published documents
● BSBWRT401A	Write complex documents

Elective Units

At least 1 of the elective units must be selected from the above remaining administration units, the elective units listed below or from an equivalent level qualification within the BSB07 Business Services Training Package.

The remaining 4 elective units may be selected from the elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

BSBITU307A Develop keyboarding speed and accuracy cannot be selected as an elective unit for this qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

● BSBCUS401A	Coordinate implementation of customer service strategies
● BSBCUS402A	Address customer needs
● BSBEBU401A	Review and maintain a website
● BSBFIA402A	Report on financial activity
● BSBADM407B	Administer projects
● BSBADM409A	Coordinate business resources
● BSBINN301A	Promote innovation in a team environment
● BSBCMM401A	Make a presentation
● BSBITS401A	Maintain business technology
● BSBMKG413A	Promote products and services
● BSBMKG414A	Undertake marketing activities
● BSBMED401B	Manage patient record keeping system
● BSBOHS407A	Monitor a safe workplace
● BSBREL401A	Establish networks
● BSBRES401A	Analyse and present research information
● BSBRSK401A	Identify risk and apply risk management processes
● BSBSUS301A	Implement and monitor environmentally sustainable work practices

Delivery

- On-site delivery program
- Self paced distance learning
- Recognition of Prior Learning/Recognition of current competencies

For further information on courses or training options, please contact us by

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Email: admin@setraining.com.au