

BSB40507 Certificate IV in Business Administration

Overview

This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Qualification Requirements:

Total number of units = 10

5 administration units

Field	Code	Unit Title
Financial Administration	BSBFIA401A	Prepare financial reports
General Administration	BSBADM401B	Produce complex texts from shorthand notes
	BSBADM405B	Organise meetings
	BSBADM406B	Organise business travel
	BSBADM411A	Produce complex texts from audio transcription
Information Management	BSBINM401A	Implement workplace information system
IT Analysis and Design	BSBITA401A	Design databases
IT Use	BSBITU401A	Design and develop complex text documents
	BSBITU402A	Develop and use complex spreadsheets
	BSBITU404A	Produce complex desktop published documents
Writing	BSBWRT401A	Write complex documents

plus

5 elective units

At least 1 of the elective units must be selected from the 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.

Field	Code	Unit Title
Customer Service	BSBCUS401A	Coordinate implementation of customer service strategies
	BSBCUS402A	Address customer needs
E-Business	BSBEBU401A	Review and maintain a website
Financial Administration	BSBFIA402A	Report on financial activity

General Administration	BSBADM407B	Administer projects
	BSBADM409A	Coordinate business resources
Innovation	BSBINN301A	Promote innovation in a team environment
Interpersonal Communication	BSBCMM401A	Make a presentation
IT Support	BSBITS401A	Maintain business technology
Marketing	BSBMKG413A	Promote products and services
	BSBMKG414A	Undertake marketing activities
Medical Services Administration	BSBMED401B	Manage patient record keeping system
Occupational Health and Safety	BSBOHS407A	Monitor a safe workplace
Relationship Management	BSBREL401A	Establish networks
Research	BSBRES401A	Analyse and present research information
Risk Management	BSBRSK401A	Identify risk and apply risk management processes
Sustainability	BSBSUS301A	Implement and monitor environmentally sustainable work practices