

Certificate IV in Business Administration

BSB40507

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

10 elective units

5 elective units must be selected from the **Group A** units listed below

The remaining **5 elective units** may be selected from the **Group A** or **Group B** unit listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 elective** 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.

Group A

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| 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 |



This qualification outline shows qualification packaging rules as documented in the National Training Package. Course delivery options, scheduling and available elective units may vary.

- 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

Group B

- 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
- BSBMKG414B 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

