Certificate IV in Business Administration BSB40507

Qualification Rules

You must complete 10 units of competency consisting of:
5 units selected from Group A, plus
the remaining 5 units may be selected from Group A or B, 1 unit of which may be selected from Certificate III level or a Diploma qualification.
BSBITU307A Develop keyboarding speed and accuracy cannot be selected as an elective unit for this qualification.

UNITS OF COMPETENCY

CODE	TITLE	
	GROUP A	
BSBFIA401A	Prepare financial reports	Financial
BSBADM405B	Organise meetings	Administration
BSBADM406B	Organise business travel	Administration
BSBITA401A	Design databases	IT
BSBITU401A	Design and develop complex text documents	IT
BSBITU402A	Develop and use complex spreadsheets	IT
BSBITU404A	Produce complex desktop published documents	IT
	GROUP B	
BSBCUS401A	Coordinate implementation of customer service strategies	Customer Service
BSBFIA402A	Report on financial activity	Financial
BSBADM407B	Administer projects	Administration
BSBADM409A	Coordinate business resources	Administration
BSBINN301A	Promote innovation in a team environment	Communication
BSBMKG413A	Promote products and services	Marketing
BSBMKG414A	Undertake marketing activities	Marketing
BSBOHS407A	Monitor a safe workplace	OHS
BSBREL401A	Establish networks	Communication
BSBRES401A	Analyse and present research information	Administration
BSBRSK401A	Identify risk and apply risk management processes	Administration
BSBSUS301A	Implement and monitor environmentally sustainable work practices	Administration
BSBLED401A	Develop teams and individuals	Communication

Cost: $2,200 – Payment options are available
Training Delivery: Self paced trainer facilitated, supported distance and trainer led.
Traineeship: Employers may be eligible for Commonwealth funding.

NATIONALLY RECOGNISED TRAINING

Contact: Phone: 47 23 1666 Fax: 4723 1150 Email: enquiries@jobtrain.com.au Web: www.jobtrain.com.au
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