

# Course Outline

## BSB40507 - Certificate IV in Business Administration

**Packaging Rules:** To gain a Certificate IV in Business Administration qualification, competency is required in 10 units, as outlined below. This must be a combination of:

- 5 administration units
- 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.

Range of nominal hours: 345 – 620

No prerequisites required

Preferred pathways are:

- Have achieved BSB30407 Certificate III in Business Administration or relevant qualifications or can provide evidence of competency in the majority of the required units or other relevant qualifications  
OR
- Have some vocational experience assisting in a range of support roles without a formal business qualification

Notified as operating in NSW, VIC, QLD

Code	Core Units	Nominal Hours
BSBINM401A	<b>Implement workplace information system</b> This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation's effectiveness.	40
BSBADM405B	<b>Organise meetings</b> This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.	20
BSBADM406B	<b>Organise business travel</b> This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.	20
BSBITU402A	<b>Develop and use complex spreadsheets</b> This unit describes the performance outcomes, skills and knowledge required to use spreadsheet software to complete business tasks and to produce complex documents.	50
BSBITU401A	<b>Design and develop complex text documents</b> This unit describes the performance outcomes, skills and knowledge required to design and develop business documents using complex technical features of word processing software.	100

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Code	Choose 5 Elective Units	Nominal Hours
<b>BSBADM407B</b>	<b>Administer projects</b> This unit describes performance outcomes, skills and knowledge required to perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and completing the project.	40
<b>BSBOHS407A</b>	<b>Monitor a safe workplace</b> This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.	50
<b>BSBLED401A</b>	<b>Develop teams and individuals</b> This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.	40
<b>BSBWOR404A</b>	<b>Develop work priorities</b> This unit describes the performance outcomes, skills and knowledge required to plan one's own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one's own career planning and professional development.	40
<b>BSBRISK401A</b>	<b>Identify risk and apply risk management processes</b> This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation.	50
<b>BSBCUS401A</b>	<b>Coordinate implementation of customer service strategies</b> This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.	40
<b>BSBCMM401A</b>	<b>Make a presentation</b> This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.	30