

## BSB40507 Certificate IV in Business Administration

10 UNITS MUST BE COMPLETED: 5 Administration units and 5 Elective units

Administration units: Select 5 from the list below

Information Technology		Other	
BSBITA401A	Design databases	BSBADM405B	Organise meetings
BSBITU401A	Design and develop complex text documents	BSBADM406B	Organise business travel
BSBITU402A	Develop and use complex spreadsheets	BSBADM411A	Produce complex texts from audio transcription
BSBITU404A	Produce complex desktop published documents	BSBINM401A	Implement workplace information system
Finance		BSBWRT401A	Write complex documents
BSBFIA401A	Prepare financial reports		
<p><b>Elective Units: Select five from the list below, or from the remaining Administration units from the above list.</b>  <b>Optional electives:</b> Up to 4 elective units may be selected from BSB07 Business Services Training Package or any other currently endorsed National Training Package. If not listed below, a maximum of 1 unit may be selected from a Certificate III qualification, except BSBITU307A, which may not be selected. Please note: JobSmart is unable to deliver any Level V units. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.</p>			
Information Technology		Marketing	
BSBEBU401A	Review and maintain a website	BSBCMM401A	Make a presentation
BSBRES401A	Analyse and present research information	BSBMKG413A	Promote products and services
Other		BSBMKG414A	Undertake marketing activities
BSBADM407B	Administer projects	Customer Service	
BSBADM409A	Coordinate business resources	BSBCUS401A	Coordinate implementation of customer service strategies
BSBINN301A	Promote innovation in a team environment	BSBCUS402A	Address customer needs
BSBITS401A	Maintain business technology	Finance	
BSBOHS407A	Monitor a safe workplace	BSBFIA402A	Report on financial activity
BSBRSK401A	Identify risk and apply risk management processes		
BSBSUS301A	Implement and monitor environmentally sustainable work practices		

For an explanation of terms and how your training will progress, please refer to JobSmart's Training and Assessment Guide Notes.

(For more details, about each unit and other elective options; go to: [www.ntis.gov.au](http://www.ntis.gov.au))

(Prior to your final selection of any elective units outside the list below, please contact JobSmart)

(Note: JobSmart is unable to deliver any level V units)

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