



Certificate IV in Business Administration

Qualification Description

Certificate IV in Business Administration is designed to enhance your skills in office management. Some of the skills gained from this qualification will include develop and use complex databases and spreadsheets, organise meetings and business travel, lead work teams, report on financial activity, and much more. Learn to manage your office more effectively.

Award

Certificate IV in Business Administration BSB40507 provides you with a nationally recognised qualification through high quality, flexible, customised training that will have a positive impact on your career and business.

Our Trainers

Outsource Services will provide experienced training staff that inspire you to achieve great things. All our trainers are approved under the Australian Quality Training Framework and are experienced professionals as well as trainers!

Delivery

We offer flexible training delivery either face to face, self paced or in blended delivery modes. We will tailor the delivery to meet your needs.

Prior learning and current competency will be taken into consideration for all participants.

Course Duration

This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

Entry Requirements

No entry requirements apply to this qualification.

Career Opportunities

This program is aimed at developing your business and management skills ready for your future business management roles.

Applicable occupations are:

Office Administrator

Accounts Supervisor

Executive Personal Assistant

Project Assistant

Managers and upcoming managers in all industry sectors

Investment

Please call us on 1300 136 904 and one of our friendly Consultants will help you with the best learning option for you.

All of Outsource Services programs form learning pathways to high level study and University entrance and credits.

FOR FURTHER INFORMATION

Visit our website at

www.outsourservices.com.au

or call us on 1300 136 904





BSB40507 Certificate IV in Business Administration

Requiring 10 Units for Qualification

- **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 Training Package
- The remaining 4 elective units may be selected from the remaining 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 Cert III or Diploma qualification. Units from other Training Packages must not duplicate units selected from or available within BSB07 Business Services Training package
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level
- BSBITU307A Develop keyboarding speed and accuracy cannot be selected as an elective unit for this qualification.

ADMINISTRATION UNITS

BSBFIA401A	Prepare financial reports.....	<input type="checkbox"/>
BSBADM405B	Organise meetings	<input type="checkbox"/>
BSBADM406B	Organise business travel	<input type="checkbox"/>
BSBADM411A	Produce complex texts from audio transcription.....	<input type="checkbox"/>
BSBINM401A	Implement workplace information system	<input type="checkbox"/>
BSBITA401A	Design databases	<input type="checkbox"/>
BSBITU401A	Design and develop complex text documents	<input type="checkbox"/>
BSBITU402A	Develop and use complex spreadsheets	<input type="checkbox"/>
BSBITU404A	Produce complex desktop published documents	<input type="checkbox"/>
BSBWRT401A	Write complex documents.....	<input type="checkbox"/>

ELECTIVE UNITS

BSBCUS401A	Coordinate implementation of customer service strategies	<input type="checkbox"/>
BSBCUS402A	Address customer needs.....	<input type="checkbox"/>
BSBEBU401A	Review and maintain a website	<input type="checkbox"/>
BSBFIA402A	Report on financial activity.....	<input type="checkbox"/>
BSBADM407B	Administer projects.....	<input type="checkbox"/>
BSBADM409A	Coordinate business resources	<input type="checkbox"/>





Outsource Services Pty Ltd

Your training and development specialists!

Leadership Training • Sales and Marketing Training • IT Training • Retail Training • Training and Assessment • Frontline Management • Business Management • Project Management • Environmental Management

BSBINN301A	Promote innovation in a team environment.....	<input type="checkbox"/>
BSBCMM401A	Make a presentation.....	<input type="checkbox"/>
BSBITS401A	Maintain business technology	<input type="checkbox"/>
BSBMKG413A	Promote products and services	<input type="checkbox"/>
BSBMKG414A	Undertake marketing activities	<input type="checkbox"/>
BSBMED401B	Manage patient record keeping system.....	<input type="checkbox"/>
BSBOHS407A	Monitor a safe workplace	<input type="checkbox"/>
BSBREL401A	Establish networks	<input type="checkbox"/>
BSBRES401A	Analyse and present research information.....	<input type="checkbox"/>
BSBRSK401A	Identify risk and apply risk management processes	<input type="checkbox"/>
BSBSUS301A	Implement and monitor environmentally sustainable work practices	<input type="checkbox"/>