



Cert IV Business Administration

BSB40507

Overview

BSB40507 Certificate IV in Business Administration has been designed for 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.

Likely functions include:

- Develop complex business documents
- Administer projects
- Develop and use complex spreadsheets
- Build and lead teams
- Arrange business travel
- Preparing routine financial reports
- Co-ordinate implementation of customer service strategies

Examples of customised roles in the industry are:

- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant

Entry Requirements

There are no prerequisites for entry to this qualification.

Pathways

After achieving the BSB40507 Certificate IV in Business Administration, candidates may undertake the BSB50407 Diploma of Business Administration or a range of other Diploma qualifications with NTD Training.

Units choices include but are not limited to:

1	BSBFIA401A	Prepare financial reports
2	BSBADM405B	Organise meetings
3	BSBADM406B	Organise business travel
4	BSBINM401A	Implement workplace information system
5	BSBITA401A	Design databases
6	BSBITU401A	Design and develop complex text documents
7	BSBITU402A	Develop and use complex spreadsheets
8	BSBITU404A	Produce complex desktop published documents
9	BSBWRT401A	Write complex documents
10	BSBCUS401A	Coordinate implementation of customer service strategies
11	BSBCUS402A	Address customer needs
12	BSBEBU401A	Review and maintain a website
13	BSBFIA402A	Report on financial activity
14	BSBADM407B	Administer projects
15	BSBADM409A	Coordinate business resources
16	BSBINN301A	Promote innovation in a tem environment
17	BSBCMM401A	Make a presentation
18	BSBITS401A	Maintain business technology
19	BSBMKG413A	Promote products and services
20	BSBMKG414A	Undertake marketing activities
21	BSBMED401B	Manage patient record keeping system
22	BSBOHS407A	Monitor a safe workplace
23	BSBREL401A	Establish networks
24	BSBRES401A	Analyse and present research information
25	BSBRSK401A	Identify risk and apply risk management processes
26	BSBSUS301A	Implement and monitor environmentally sustainable work practices

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We'll provide you with a complete report detailing how you can measure the benefits received from your training investment. Plus, we'll provide a full assessment of whether your business qualifies for government assistance to get started. We look forward to hearing from you!

