



# Certificate IV in Business Administration

(BSB40507)

Maxima's Certificate IV in Business Administration is designed to provide a broad range of skills which will allow clerical and administrative workers to effectively undertake a diverse range of duties, from producing complex documents to managing projects and preparing financial reports.

Concentrating on both technological and interpersonal skills, the Certificate IV in Business Administration provides workers with the latest skills that will efficiently support the core business activities of any organisation. After completing the course, participants will be in a position to apply their skills in unpredictable situations and coordinate the work of others as required.

Job titles and roles vary across different industries. Possible job titles relevant to this qualification include:

- > Executive personal assistant
- > Office administrator
- > Accounts supervisor
- > Administrator - Project officer
- > Team leader
- > Supervisor

Upon completion of this qualification, you can articulate directly into higher programs. Maxima Training Services can offer the following qualifications:

- > Diploma in Business
- > Diploma in Management

For information on Advanced Diploma level qualifications refer to [www.training.gov.au](http://www.training.gov.au)



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## Packaging Rules

Certificate IV in Business Administration requires a total of 10 units to be completed. 5 units must be selected from the Group A units listed below. The remaining 5 elective units may be selected from the Group A or Group B unit listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, 1 elective unit may be selected from either a Certificate III or Diploma qualification.

### *Group A units*

BSBFIA401A	Prepare financial reports
BSBADM401B	Produce complex texts from shorthand notes
BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBADM411A	Produce complex texts from audio transcription
BSBINM401A	Implement workplace information system
BSBITA401A	Design databases
BSBITU401A	Design and develop complex text documents
BSBITU402A	Develop and use complex spreadsheets
BSBITU404A	Produce complex desktop published documents
BSBWRT401A	Write complex documents

### *Group B units*

BSBCUS401A	Coordinate implementation of customer service strategies
BSBEJU401A	Review and maintain a website
BSBFIA402A	Report on financial activity
BSBADM407B	Administer projects
BSBADM409A	Coordinate business resources
BSBINN301A	Promote innovation in a team environment
BSBCMM401A	Make a presentation
BSBITS401A	Maintain business technology
BSBMKG413A	Promote products and services
BSBMKG414A	Undertake marketing activities
BSBMED401B	Manage patient record keeping system
BSBREL401A	Establish networks
BSBRES401A	Analyse and present research information
BSBRSK401A	Identify risk and apply risk management processes
BSBSUS301A	Implement and monitor environmentally sustainable work practices

If it is applicable, participants enrolling in this course are encouraged to apply for Recognition of Prior Learning or credit transfer.

<b>Cost:</b>	\$3,575 for full certificate (No GST on full certificates) Price may vary due to RPL process and delivery of program Also available under a Contract of Training (conditions apply)
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