

See below an example of BSB40507 Certificate IV in Business Administration training plan(s) for core, stream, recommended and elective units, (if applicable) as per Grouping Requirements as offered by Work Skills

BSB40507 Certificate IV in Business Administration Example

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<u>Code</u>	<u>Unit Name</u>
<i><u>Administration Units</u> (5 Pre-selected from Group A)</i>	
BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBINM401A	Implement workplace information system
BSBITU401A	Design and develop complex text documents
BSBWRT401A	Write complex documents

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<u>Code</u>	<u>Unit Name</u>
<i><u>Elective Units Choose 5 only Group B</u></i>	
BSBCUS402B	Address customer needs
BSBINN301A	Promote innovation in a team environment
BSBCMM401A	Make a presentation
BSBMKG413A	Promote products and services
BSBMKG414B	Undertake marketing activities
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBREL401A	Establish networks
BSBCUS401B	Coordinate implementation of customer service strategies