

# 2009

## BSB40507 -Certificate IV in Business Administration

<b>Company</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Contact No.</b>	



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## Selection of Units

### Select 2 Core Units

	<b>Unit Code</b>	<b>Unit Name</b>	<b>Unit Descriptor</b>
<input type="checkbox"/>	<b>BSBFIA401A</b>	<b>Prepare financial reports</b>	This unit describes the performance outcomes, skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.
<input type="checkbox"/>	<b>BSBADM405B</b>	<b>Organise meetings</b>	This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.
<input type="checkbox"/>	<b>BSBINM401A</b>	<b>Implement workplace information system</b>	This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation's effectiveness.
<input type="checkbox"/>	<b>BSBWRT401A</b>	<b>Write complex documents</b>	This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.
<input type="checkbox"/>	<b>BSBADM406B</b>	<b>Organise business travel</b>	This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.
<input type="checkbox"/>	<b>BSBITA401A</b>	<b>Design Database</b>	This unit describes the performance outcomes, skills and knowledge required to design and develop a database (including queries, forms and reports) to meet a defined need using existing data

<input type="checkbox"/>	<b>BSBCUS402A</b>	<b>Address customer needs</b>	This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed.
<input type="checkbox"/>	<b>BSBITU401A</b>	<b>Design and develop complex text documents</b>	This unit describes the performance outcomes, skills and knowledge required to design and develop business documents using complex technical features of word processing software. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
<input type="checkbox"/>	<b>BSBITU402A</b>	<b>Develop and use complex spreadsheets</b>	This unit describes the performance outcomes, skills and knowledge required to use spreadsheet software to complete business tasks and to produce complex documents. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
<input type="checkbox"/>	<b>BSBITU404A</b>	<b>Produce complex desktop published documents</b>	This unit describes the performance outcomes, skills and knowledge required to design and produce complex desktop published documents. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

## Select 5 Electives Units

	<b>Unit Code</b>	<b>Unit Name</b>	<b>Unit Descriptor</b>
<input type="checkbox"/>	<b>BSBFIA402A</b>	<b>Report on financial activity</b>	This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports.
<input type="checkbox"/>	<b>BSBCUS401A</b>	<b>Coordinate implementation of customer service</b>	This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.

<input type="checkbox"/>	<b>BSBCUS402A</b>	<b>Address customer needs</b>	This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
<input type="checkbox"/>	<b>BSBADM407B</b>	<b>Administer projects</b>	This unit describes performance outcomes, skills and knowledge required to perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and winding up the project on completion. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
<input type="checkbox"/>	<b>BSBADM409A</b>	<b>Coordinate business resources</b>	This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
<input type="checkbox"/>	<b>BSBINN301A</b>	<b>Promote innovation in a team environment</b>	This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
<input type="checkbox"/>	<b>BSBCMM401A</b>	<b>Make a presentation</b>	This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
<input type="checkbox"/>	<b>BSBCUS403A</b>	<b>Implement customer service standards</b>	This unit describes the performance outcomes, skills and knowledge required to contribute to quality customer service standards, and to support personnel to implement customer service standards and systems within the organisation.
<input type="checkbox"/>	<b>BSBFIA402A</b>	<b>Report on financial activity</b>	This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports.
<input type="checkbox"/>	<b>BSBMKG413A</b>	<b>Promote products and services</b>	This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services.

<input type="checkbox"/>	<b>BSBMKG412A</b>	<b>Conduct electronic marketing communications</b>	This unit describes the performance outcomes, skills and knowledge required to prepare electronic advertisements for use in Internet, email or facsimile marketing communications, and to evaluate their effectiveness in achieving marketing objectives.
<input type="checkbox"/>	<b>BSBMKG414A</b>	<b>Undertake marketing activities</b>	This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.
<input type="checkbox"/>	<b>BSBITS401A</b>	<b>Maintain business technology</b>	This unit describes the performance outcomes, skills and knowledge required to maintain the effectiveness of business technology in the workplace. It includes maintaining existing technology and planning for future technology requirements.

<b>Trainer Name:</b>	<b>Trainer Signature:</b>	<b>Date:</b>
<b>Manager Name:</b>	<b>Manager Signature:</b>	<b>Date:</b>