

## UNIT SELECTIONS

### BSB40515 CERTIFICATE IV IN BUSINESS ADMINISTRATION

LEARNER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Delivery method:**     Work-based                     Classroom blended                     Online / Distance blended
- Resource type:**         Online: Student has access to a computer/laptop and the Internet  
OR  
 Paper-based: Only available upon special request (e.g. no computer/Internet etc.)
- Computer skills:**      Beginner                             Intermediate                             Advanced

#### ENTRY REQUIREMENTS

There are no prerequisites for entry into this course.

#### QUALIFICATION RULES

10 elective units are required for this qualification, of which:

- 5 elective units must be selected from the **Group A** elective units list below
- 5 elective units may be selected from the **Group A** or **Group B** elective units listed, or from any other current qualification on Access Group Training's scope at a level IV. Only 1 of these elective units may be selected from either a Certificate III or Diploma level qualification on AGT's scope.
- *BSBITU307 Develop keyboarding speed and accuracy* **cannot** be selected as an elective.

Electives must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

**GROUP A ELECTIVES:** Please select 5 units from the below listed electives

- BSBADM405      Organise meetings
- BSBFIA401      Prepare financial reports \*
- BSBINM401      Implement workplace information system \*
- BSBITU401      Design and develop complex text documents \*
- BSBITU404      Produce complex desktop published documents \*
- BSBWRT401      Write complex documents \*

**GROUP B ELECTIVES:** Please select 5 units from the above **Group A** or below **Group B** electives (or from another qualification as stated in the above qualification rules):

- BSBADM409      Coordinate business resources
- BSBCMM401      Make a presentation
- BSBCUS401      Coordinate implementation of customer service strategies
- BSBCUS402      Address customer needs
- BSBFIA402      Report on financial activity \*
- BSBINN301      Promote innovation in a team environment
- BSBMKG413      Promote products and services \*
- BSBMKG414      Undertake marketing activities \*
- BSBWHS401      Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBREL401      Establish networks \*
- BSBRES401      Analyse and present research information
- BSBRSK401      Identify risk and apply risk management processes \*
- BSBUS401      Implement and monitor environmentally sustainable work practices

#### Office Only:

Resources: Precision (paper-based), Didakso-Precision (online)

\*Resources coming soon