

Certificate IV in Business Administration



Descriptor

This qualification is suited to a range of 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 information from a variety of sources. They may provide leadership and guidance to others.

Possible Job Titles

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

Mode of delivery

This course is delivered to domestic students via online/distance education and/or on-the-job traineeship.

Assessment and Monitoring

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments. Monitoring will take the form of monitoring of online activities and telephone/Skype consultation. Traineeships will be assessed on-the-job.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

Target Groups

Students who wish to work in a business environment or to further their career skills or promotional prospects.

COURSE DURATION

52 weeks

UNITS OF COMPETENCY:

- BSBADM405 Organise meetings
- BSBADM406 Organise business travel
- BSBITU401 Design and develop complex text documents
- BSBITU402 Develop and use complex spreadsheets
- BSBITU404 Produce complex desktop published documents
- BSBITA411 Design and develop relational databases
- BSBCUS402 Address customer needs
- BSBMKG413 Promote products and services
- BSBITS411 Maintain and implement digital technology
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

The Illawarra Business College
(a division of Focal Holdings Pty Ltd)
A.C.N. 064 243 367
RTO ID 90191
Head Office: 44 Raymond Street
Bankstown NSW 2200 Australia

+61 2 9791 6555

Fax: +61 2 9791 6544

info@tibc.nsw.edu.au

www.tibc.nsw.edu.au