

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 international students in face-to-face classes of 20 hours per week. An additional 10 hours per week is required to complete unsupervised, independent study.

Assessment

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments.

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.

International students must hold an approved student visa and study according to their visa conditions.

Calendar Icon	Term Dates		
	2020	2021	2022
Term 1	28 Jan to 3 Apr	25 Jan to 2 Apr	24 Jan to 1 Apr
Term 2	20 Apr to 26 Jun	19 Apr to 25 Jun	18 Apr to 24 Jun
Term 3	13 Jul to 18 Sep	12 Jul to 17 Sep	11 Jul to 16 Sep
Term 4	5 Oct to 11 Dec	4 Oct to 10 Dec	3 Oct to 09 Dec

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 technology
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

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