



BSB40515 Certificate IV in Business Administration

Overview:

This nationally recognised 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 with some limited responsibility for the output of others. This qualification would be perfect for those that are already in the field and wishing to formalise their skills. Job titles relevant to this course may include:

- Executive personal assistant
- Accounts supervisor
- Project officer
- Office administrator
- Administrator

Pre-requisites:

There are no pre-requisite units required to enrol into this course under the training package, however participants must have basic computer skills and access to a reliable computer with internet and e-mail access.

Licence & Regulatory Requirements:

Not Applicable

Units of Competency:

On successful completion participants will be issued with a qualification certificate with the following units:

Core Units:

There are no core units

Elective Units:

BSBADM405 Organise meetings
BSBADM406 Organise business travel
BSBADM407 Administer projects
BSBCUS401 Coordinate implementation of customer service strategies
BSBFIA401 Prepare financial reports
BSBINM401 Implement workplace information system
BSBITU402 Develop and use complex spreadsheets
BSBMKG414 Undertake marketing activities
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRT401 Write complex documents

Delivery method:

Option 1: Online / self-paced with 12 months to complete. This course could be completed with 25 - 30 hours of study per unit, depending on the individual learner and their personal circumstances and other commitments.

Option 2: Classroom (group bookings only)

Fees and charges:

Fees include all assessments

Option 1: \$699

Option 2: Group bookings only- please contact us for pricing

Recognition of prior learning: \$1,200

More information:

Please head to our website <http://www.atiaustralia.edu.au> to view our learner handbook, which outlines all terms and conditions.

If you require any further information, please do not hesitate to contact us on 1300 738 850 or via e-mail: admin@atiaustralia.edu.au or visit our head office at Shop 7, 51 Brighton Rd, Sandgate QLD 4017.