

# CERTIFICATE IV IN BUSINESS ADMINISTRATION

## BSB 40507

THE CERTIFICATE IV IN BUSINESS ADMINISTRATION HAS BEEN CREATED TO PROVIDE TRAINING FOR THE CLERICAL ADMINISTRATIVE SECTOR. IT WILL PROVIDE YOU WITH THE SKILLS TO OVERSEE AN OFFICE, MAKE DECISIONS ON ADMINISTRATIVE MATTERS AND PROVIDE SUPERVISION AND ADVICE TO COLLEAGUES.

### COURSE OBJECTIVES

With the Certificate IV in Business Administration you will develop confidence in your communication and administration skills. At the same time you will gain knowledge of the fundamentals of supervision and finance applicable across a wide range of industries.

On completion of this course, you should be able to:

- administer projects;
- prepare financial reports;
- provide administrative support at meetings;
- design and develop complex business documents;
- analyse and present research information; and
- research and develop an integrated business plan.

### COMPONENTS

- BSBFIA401A  
Prepare financial reports
- BSBWRT401A  
Write complex documents
- BSBINM401A  
Implement workplace information systems
- BSBADM405A  
Organise meetings
- BSBADM406B  
Organise business travel
- BSBITU402A  
Develop and use complex spreadsheets
- BSBCUS402A  
Address customer needs
- BSBCUS401A  
Coordinate implementation of customer strategies
- BSBMKG413A  
Promote products and services
- BSBRES401A  
Analyse and present research information

### DURATION

The total nominal hours for this course are 473 hours. This should include completing both the online training module and the associated formal assessment component.

#### FULL TIME

Load – 12hrs/wk  
Duration – 39 weeks  
*Maximum 12mths access to online course. (Approx. 10-20hrs to complete each unit).*

### DELIVERY MODE

Online

### PREREQUISITES

Course entry requirements include:

- sufficient literacy and numeracy skills to complete the course;
- access to an internet connection and computer;

### COST

Member	\$2,681
Corporate Supporter	\$3,300
Standard	\$4,125

This qualification is delivered online providing you with the flexibility to complete the training when and where you wish. You will be fully supported throughout the learning process by qualified trainers from Accredited Online Training (AOT), Australia's leading provider of online qualifications.

YOUR LEARNING . OUR PASSION

Book online now at [www.qld.ipaa.org.au](http://www.qld.ipaa.org.au) or call us on (07) 3228 2800

