

BSB40415

# Certificate IV in Business Administration

## COURSE DESCRIPTION

Do you strive for problem solving with a high level of organisation, let us turn that into a formal qualification?

Certificate IV in Business Administration 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.



### Business Qualification

#### DURATION

12 months is the average course duration

#### PLACEMENT

Not applicable

#### ENTRY REQUIREMENTS

No formal entry requirements

*See back for full course overview and pricing*



For more information, call **3260 6411** or email [trainingadmin@helpenterprises.com.au](mailto:trainingadmin@helpenterprises.com.au)



**DELIVERY METHODS AVAILABLE**

- ✓ **Workplace:** Online learning whilst working in the industry. Workplace visits required.
- ✓ **Online:** Online learning only.
- ✓ **Recognition of Prior Learning (RPL):** Must have the ability to access workplace documentation and have been in the industry fulltime for 2 years or more

## UNITS

<b>BSBADM405</b>	Organise meetings (ELECTIVE)
<b>BSBADM407</b>	Administer projects (ELECTIVE)
<b>BSBCMM401</b>	Make a presentation (ELECTIVE)
<b>BSBCUS402</b>	Address customer needs (ELECTIVE)
<b>BSBFIA401</b>	Prepare financial reports (ELECTIVE)
<b>BSBINM401</b>	Implement workplace information system (ELECTIVE)
<b>BSBINN301</b>	Promote innovation in a team environment (ELECTIVE)
<b>BSBITU402</b>	Develop and use complex spreadsheets (ELECTIVE)
<b>BSBRSK401</b>	Identify risk and apply risk management processes (ELECTIVE)
<b>BSBWRT401</b>	Write complex documents (ELECTIVE)



0 Core Units    10 Elective Units    10 Total Units

(This qualification has no Core Units)

- 5 elective units must be selected from the Group A units listed above.
- 5 elective units may be selected from the Group A or Group B units listed below, or any currently endorsed Training Package or accredited course at the same qualification level if not listed below, 1 elective unit may be selected from either a Certificate III or Diploma qualification from any currently endorsed Training Package or accredited course.
- BSBITU307 Develop keyboarding speed and accuracy cannot be selected as an elective unit for this qualification.
- Elective units 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.

### HOW TO ENROL

Contact us on **3260 6411** or email **trainingadmin@helpenterprises.com.au**