

CERTIFICATE IV IN BUSINESS ADMINISTRATION

BSB40515

TOID: 21403



Certificate IV in Business Administration BSB40515

Qualification Overview

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.

Pre Requisites:

There are no formal pre requisites to this qualification however students will need to successfully pass a Language, Literacy and Numeracy test at the enrolment .

Career Opportunities:

- Administrator
- Executive Personal Assistant
- Office Administrator
- Project Officer
- Sales Account Assistant
- Sales Agent

Location:

Hoppers Crossing

Duration

Average completion time is 6 months. The full qualification must be completed within 24 months from date of enrolment and regular submission of assessment tasks is required.

Fees and Charges:

Total fees will be \$1970.

For more details contact training office on 9748 9233.

How to Apply

Contact training office on 9748 9233 and make an appointment for enrolment.

Study Modes Available

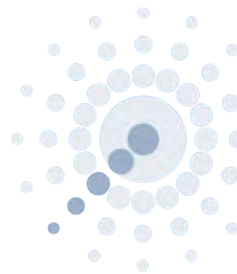
Online

Please contact training office on 9748 9233 for further details.

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Units studied for this program: *10 units in total must be completed for this qualification*

BSBADM405	Organize Meetings
BSBITU402	Develop and use complex spreadsheets
BSBINM401	Implement Workplace Information System
BSBITU404	Produce Complex Desktop Published Documents
BSBITU401	Design and Develop Complex Text Documents
BSBCUS402	Address Customer needs
BSBADM407	Administer Projects
BSBWRT401	Write complex documents
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet Legislative requirements
BSBRISK401	Identify Risk and apply risk Management process



OTHER AVAILABLE COURSES

Diploma of Early Childhood Education & Care CHC50113

Diploma of School Age Education & Care CHC50213

Certificate IV in Business BSB40215

Certificate IV in Christian Ministry and Theology 10742NAT

Certificate III in Early Childhood Education & Care CHC30113

Various Short Courses

Provide Cardiopulmonary Resuscitation HLTAID001

Provide First Aid HLTAID003

Provide an Emergency First Aid Response in an

Education and Care setting HLTAID004

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