



Course Information  
Certificate IV Business  
Administration  
BSB40507

## Certificate IV in Business Administration BSB40507

### Descriptor:

This qualification reflects the role 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 and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

### Jobs and opportunities:

- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant

### Entry requirements:

Successful completion of the Certificate III in Business Administration or Certificate III in Business, or vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification. Pre-enrolment interview.

### Start:

Course commencement dates: 30 January 2012, 5 March 2012, 16 April 2012, 4 June 2012, 3 September 2012, 22 October 2012.

### Location:

Cairns Business College, 91-97 Mulgrave Road, Parramatta Park, Cairns QLD 4870

### Study Mode:

Full time up to 18 weeks



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continued

### **Recognition of Prior Learning (RPL):**

RPL recognises your existing experience gained through life or work for which you may not have obtained a formal qualification. We will work with you to identify your existing skills, and assess if you can then achieve a full or part qualification. This also helps to avoid unnecessary duplication of training, saving you time and money.

### **Other information:**

Please be aware that you will also be required to supply textbooks and a USB memory stick at your own cost.

### **Assessment Procedures:**

This program has a variety of assessment methods including written, oral, practical role plays and simulated office environment assessments.

### **Subject list:**

BSBMGT401A	<b>Show leadership in the workplace</b>
BSBMGT402A	<b>Implement operational plans</b>
BSBOHS407A	<b>Monitor a safe workplace</b>
BSBWOR402A	<b>Promote team effectiveness</b>
BSBINM401A	<b>Implement workplace information system</b>
BSBCMM401A	<b>Make a presentation</b>
BSBRSK401A	<b>Identify risk and apply risk management processes</b>
BSBINN301A	<b>Promote innovation in a team environment</b>
BSBWRT401A	<b>Write complex documents</b>
BSBADM405B	<b>Organise meetings</b>
BSBITU401A	<b>Design and develop complex text documents</b>
BSBADM406B	<b>Organise business travel</b>

See [www.training.gov.au](http://www.training.gov.au) for more information

2/2