

## Certificate IV in Business Administration BSB40515

### Course Duration

26 Weeks Study  
6 Weeks Holidays

### Study Time (400 Hrs)

Study Weeks : 20  
Weekly Hrs: 20

### Weekly Study Days

Option1 :Mon to Wed  
Option 2: Wed to Fri

### Tuition Fee

Please check for our latest Special Fee Offer

### Intake Dates

Suitable to students needs throughout the year

### Focus on Students Learning Needs

- Helpful Staff
- Friendly Trainers
- Close to City
- Close to trains / buses

**Austech  
Business  
Institute**

### **This course is appropriate for those:**

- Persons who are wishing to upgrade their existing skills to be able to effectively work within business services sector especially the field of business administration.
- Current employees who are wishing to enhance their existing skill set or to change career pathways within the business services sector into administration.
- Persons who are seeking to be promoted or who are currently employed seeking to take on an administration role within the business services sector.
- Persons who are fully experienced within this vocational area and seeking formal recognition of their existing skills
- International students who are wishing to gain qualification in Business Administration in a (semi) supervisory role.

### **Career Opportunities**

Attainment of this qualification may enable the participant to fill positions as Accounts Supervisor, Executive Personal Assistant, Officer Administrator or Project Assistant.

### **Entry requirements for this course are :**

#### Domestic Students:

- Students must be over 18 years of age,
- Students must have a completed Year 10 or the interstate equivalent

#### International Students:

- Students must be over 18 years of age,
- Students must have completed an overseas equivalent of Year 12
- Students must have either an IELTS score of 5.5 or above or a TOEFL score of 550 or above and must provide documentation to that effect

### **Course Structure**

This qualification is made up of ten units of competency that have been selected for logical area of business administration

BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBFIA401	Prepare financial reports
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBINM401	Implement workplace information system
BSBMKG413	Promote products and services
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirement
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBREL401	Establish networks