Certificate IV in Business Administration  Code BSB40507

People with skills in administration are in demand in every industry. Why not start your career path with one of our training programs and gain a business qualification to enhance your employment prospects in a range of professions. Training encompasses high level communication and team work skills, as well as use of complex business technology tasks.

Course requires completion of 10 units
- BSBADM405B Organise meetings
- BSBADM406B Organise business travel
- BSBITA401A Design databases
- BSBITU401A Design and develop complex text documents
- BSBITU402A Develop and use complex spread sheets
- BSBADM407B Administer projects
- BSBCCMM401A Make a presentation
- BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBRES401A Analyse and present research information
- BSBITU404A Produce complex desktop published documents

Entry Requirements
No formal requirements, preferred completion of Certificate III in Business Administration BSB30412

Future Pathways
Accounts Supervisor, Executive Personal Assistant, Office Administrator.

This training is delivered with Victorian and Commonwealth Government funding

The information given is intended as a guide. Changes may have occurred since printing. Please check with your nearest MADEC College for further information.

To enrol and learn more contact MADEC
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