Certificate IV in Business Administration

People with skills in administration are in demand in every industry. 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.

Delivery:
- Classroom
- External
- Online
- Traineeship

Duration:
Duration will vary depending on the delivery mode selected, however, as a guide the contact hours for classroom based delivery is 1-2 days per week over 8 - 12 months with self paced study required between sessions.

Completion of 10 units are required to gain this qualification.

Core Units:
- BSBADM405 Organise meetings
- BSBADM406 Organise business travel
- BSBITA401 Design databases
- BSBITU401 Design and develop complex text documents
- BSBITU402 Develop and use complex spread sheets
- BSBADM407 Administer projects
- BSBCMM401 Make a presentation
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBRES401 Analyse and present research information
- BSBITU404 Produce complex desktop published documents

Entry Requirements:
No formal requirements, preferred completion of Certificate III in Business Administration BSB30415.

Future Pathways:
Accounts supervisor, Executive personal assistant, Office administrator or Project assistant. Diploma of business administration.