



Certificate IV in Business Administration On - Line

BSB40507 Certificate IV in Business Administration

Course Overview

The Certificate IV in Business Administration provides the participant with an opportunity to develop first line business administration competencies and apply them practically in the workplace.

This development program is offered through our on-line e-learning platform. This means the participant can undertake learning activities at a time convenient to workplace demands without having to leave the work place to attend workshops.

All that is required is access to a computer and the internet. IPS also has experience consulting to determine blended delivery methods where applicable.

An initial induction into the program is provided at the time of enrolment when we assess and recognise existing skills the participant may possess.

This enables them to receive advanced-standing in the program and allows us to focus on the skills they need to develop.

A coach is allocated to the participant and is available on-line or by phone Monday to Friday during working hours. Assessments are completed and submitted on-line to our qualified assessors who provide feedback in a timely manner.

Target Audience

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



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Total Number of Units Required for Qualification – 10

5 Core Units required:

- Prepare financial reports
- Organise meetings
- Organise business travel
- Implement workplace information system
- Design databases
- Design and develop complex text documents
- Develop and use complex spreadsheets
- Produce complex desktop published documents
- Write complex documents

Elective Units - Choose 5 appropriate to the trainee's role:

- Coordinate implementation of customer service strategies
- Address customer needs
- Report on financial activity
- Administer projects
- Coordinate business resources
- Promote innovation in a team environment
- Make a presentation
- Maintain business technology
- Promote products and services
- Undertake marketing activities
- Monitor a safe workplace
- Establish networks
- Analyse and present research information
- Identify risk and apply risk management

- processes
- Implement and monitor environmentally sustainable work practices

Registration and Enquiries

Time required to complete the qualification: 2 years full time or 4 years part time.

Average time to complete: 6 months

This qualification is nationally recognised and portable throughout Australia. Federal government incentives of up to \$4,000.00 per participant may apply subject to meeting eligibility criteria and completion of qualifications.

Contact IPS Institute to organise enrolment today

Phone: (07) 3841 8011

Email: info@ipspeople.com

Website: www.ipspeople.com