



Course Information Certificate IV Business Administration BSB40515

QUALIFICATION STATEMENT

This qualification is suited to a range 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 information from a variety of sources.

They may provide leadership and guidance to others.

ENTRY REQUIREMENTS

Nil. Individuals may enter BSB40515 Certificate IV in Business Administration with limited or no vocational experience and without a relevant lower level qualification.

PATHWAYS FROM THE QUALIFICATION

After achieving BSB40515 Certificate IV in Business Administration, graduates from this programme can undertake further training in the Diploma of Leadership and Management.

STUDY MODE

Full Time (Monday - Wednesday), Face to Face

8:30 am - 4:15 pm

COURSE DURATION

26 weeks

LOCATION

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

COURSE DATES

Course can commence on any Monday during a Term.

Please contact the College for further information.





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UNITS OF STUDY

BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBWRT401	Write complex documents
BSBITU401	Design and develop complex text documents
BSBFIA402	Report on financial activity
BSBRES401	Analyse and present research information
BSBRISK501	Manage risk
BSBMGT402	Implement operational plans
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements.
BSBITU402	Develop and use complex spreadsheets

