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## Course Information Brochure

# Certificate IV in Business Administration BSB40507



NATIONALLY RECOGNISED  
TRAINING



**Indigo Medical & Dental Training Pty Ltd**  
Level 2, Gordon Executive Centre,  
802 Pacific Highway, Gordon NSW 2072  
Tel: 02 9844 5496 Fax: 02 8212 9547  
Email: [training@indigoconsulting.com.au](mailto:training@indigoconsulting.com.au)

## Training Provider

Indigo Medical & Dental Training Pty Ltd is a National Registered Training Organisation that provides accredited and non accredited training courses and qualifications for the medical and dental profession Australia-wide. Our Training Administration Head Office is located at Bundall, QLD, but we also have offices located in Sydney and Melbourne.

Our Training Assessors have extensive experience working within the medical industry and management positions, possess Certificate IV in Workplace Training & Assessment TAA, and have conducted group workshops/training in Medical Reception and Medical Terminology in NSW, QLD & VIC.

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## Training Provider Relevant Contacts

Please contact our Sydney office for all enquiries relating to receiving an enrolment pack, enrolling in Certificate IV in Business Administration BSB40507 and course unit material.

### Training Administration Office - Sydney

Bernadette Beach  
Director

Glenys Stabback  
National Training Manager

Indigo Medical & Dental Training Pty Ltd  
Level 2, Suite 1A, Gordon Executive Centre  
802 Pacific Highway, Gordon NSW 2072  
Tel: 02 9844 5496 Fax: 8212 9547

### Queensland Office

Indigo Medical & Dental Training Pty Ltd  
Level 15, Corporate Centre One  
2 Corporate Court, Bundall QLD 4217  
Tel: 07 5591 9526 Fax: 02 8212 9547

### Melbourne Office

Indigo Medical & Dental Training Pty Ltd  
Lvl 13, 200 Queen St, Melbourne VIC 3000  
Tel: 03 8648 6511 Fax: 02 8212 9547

### **Our Training Assessors**

Sandi Foley – NSW, QLD, VIC  
Email: [sfoley\\_indigo@ymail.com](mailto:sfoley_indigo@ymail.com)

Glenys Stabback – NSW, QLD, VIC  
Email: [gstabback@indigoconsulting.com.au](mailto:gstabback@indigoconsulting.com.au)

## Course Outline

This qualification is specifically designed to help you develop and enhance your administration and supervisory skills. Throughout the course, you will develop sound advanced word processing skills, learn how to review, enhance and implement administration systems and learn how to train other team members how to use these systems.

We offer the Certificate IV in Business Administration BSB40507 to:-

- Individuals wishing to develop and enhance their administration skills and supervisory skills to further develop in an administration career

This qualification reflects the role 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 and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Possible job titles relevant to this qualification include:

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

## Course Core Units (Units of Competency)

10 units, 5 core administration units plus 5 elective units

### Core Units

BSBWRT401A	Write complex documents
BSBITU402A	Develop and use complex spreadsheets
BSBITA401A	Design a database
BSBFIA401A	Prepare financial reports
BSBADM405B	Organise meetings

### **Elective Units (Choose 5 of the units below)**

BSBADM406B	Organise business travel
BSBINM401A	Implement workplace information system
BSBRSK401A	Identify risk and apply risk management processes
BSBFIA402A	Report on financial activity
BSBITS401A	Maintain business technology
BSBMED301B	Interpret and apply medical terminology appropriately
BSBMED401B	Manage patient record keeping system
BSBCMM401A	Make a presentation

### **Course Entry Requirements**

- Sound literacy skills
- Minimum Year 10 School Certificate equivalent

### **Recognition of Prior Learning**

Recognition of Prior Learning may be awarded in relation to course units upon proof of recognised prior learning of relevant skills and knowledge.

### **Course Duration**

Certificate IV in Business Administration BSB40507 comprises of study time of 473 hours and is recommended to be completed within a one year period, however, extension of this period may be considered after written application from the Student stating reason for extension of time. An extension fee must be paid prior to the extension being granted.

Students may complete the course in a shorter period of time.

## Course Delivery & Course Fee

To ensure our course delivery provides flexibility, customisation and meets the expectation and needs of students, we have three delivery options to choose from:-

### Flexible Learning - Option 1

**\$2,200**

This course will be delivered entirely by flexible (distance) learning. The Student will receive:

- A customised Training Plan to ensure completion in the nominated timeframe
- Unlimited support from a Trainer Assessor via email.
- Access to our Online Forum (from 2011)

### Flexible Learning - Option 2

**\$2,700**

This course will be delivered by a combination of flexible learning & face to face meetings. The Student will receive:

- A customised Training Plan to ensure completion in the nominated timeframe
- Unlimited support from a Trainer Assessor via email/phone/Skype.
- A minimum of 3 face to face meetings
- Access to video workshops (where applicable)
- Access to our Online Forum (available from 2011)

### Traineeship Package

**\$3,200**

Our traineeships are fully customised to ensure that Trainees receive personalised and customised training with relevance to the Trainee's role within the workplace. The Traineeship Training Programme is delivered by flexible delivery, however, Trainees and employers will receive not only the service outlined below, but have the additional option in being able to personalise the training programme to meet the Trainee's own needs, goals and learning style.

- A Trainer Assessor who will work closely with the Workplace Supervisor and Trainee for the duration of the course
- Unlimited support from a Trainer Assessor via email/phone/Skype
- Regular email contact from the Trainer Assessor to both the Trainee and the Workplace Supervisor to ensure that the Trainee is meeting their course commitments and to discuss Trainee's progress and implementation of skills/knowledge into the workplace setting

- A minimum of 4 workplace visits (if a workplace is not geographically placed to conduct workplace visits, video calls will be conducted)
- Online forum (available from 2011)
- Regular face to face meetings in the workplace at a time that is convenient to the Trainee and Workplace Supervisor
- Video workshops throughout the course

An Administration Fee of \$200 is payable by Students upon enrolment.

Payment plans are available for this qualification.

The Student is appointed a personal Trainer Assessor. One course unit will be forwarded to the Student for completion before proceeding to the next unit. The course delivery will consist of reading material, activities, online assessments and written assessment tasks which will be completed both in the workplace setting (if employed) and in the Student's own time.

## Qualification

On successful completion of the 10 Units of Competency, you will be awarded the qualification Certificate IV in Business Administration BSB40507. If you only complete certain Units of Competency, you will receive a Statement of Attainment for the units successfully completed.

## Description of Core Course Units

### **BSBFIA401A - Prepare financial reports**

This unit describes the performance outcomes, skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

#### Unit Topics

- Maintain asset register
- Record general journal entries for balance day adjustments
- Prepare final general ledger accounts
- Prepare end of period financial reports

## **BSBADM405B - Organise meetings**

This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### Unit Topics

- Make meeting arrangements
- Prepare documentation for meetings
- Record and produce minutes of meeting

## **BSBITA401A - Design databases**

This unit describes the performance outcomes, skills and knowledge required to design and develop a database (including queries, forms and reports) to meet a defined need using existing data. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### Unit Topics

- Design database
- Develop database
- Develop queries, forms and reports
- Test and finalise database

## **BSBITU402A - Develop and use complex spreadsheets**

This unit describes the performance outcomes, skills and knowledge required to use spreadsheet software to complete business tasks and to produce complex documents. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### Unit Topics

- Prepare to develop spreadsheet
- Develop a linked spreadsheet solution
- Automate and standardise spreadsheet operation
- Use spreadsheets
- Represent numerical data in graphic form

## **BSBWRT401A - Write complex documents**

This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### Unit Topics

- Plan documents
- Draft text
- Prepare final text
- Produce document

## **Description of Elective Course Units (choose 5 units)**

### **BSBADM406B - Organise business travel**

This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### Unit Topics

- Organise business itinerary for domestic and overseas travel
- Make travel arrangements
- Arrange credit facilities

### **BSBINM401A - Implement workplace information system**

This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation's effectiveness. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

#### Unit Topics

- Identify and source information needs
- Collect, analyse and report information
- Implement information systems
- Prepare for information system changes

### **BSBRSK401A - Identify risk and apply risk management processes**

This unit considers the application of frontline management and leadership skills to risk management - the coordination and management of business activities that enable safe work practices and continuity of work through the management of situations that have the potential to cause disruption - to people, the environment or the business.

#### Unit Topics

- Identifying risks
- Analyse and evaluate risks
- Treating risks
- Monitor and review effectiveness of risk treatment

### **BSBFIA402A - Report on financial activity**

This unit describes the performance outcomes, skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.

#### Unit Topics

- Maintain an asset register
- Record general journal entries
- Prepare final general ledger accounts
- Prepare end-of-period financial reports

### **BSBITS401A - Maintain Business Technology**

This unit describes the performance outcomes, skills and knowledge required to maintain the effectiveness of business technology in the workplace. It includes maintaining existing technology and planning for future technology requirements.

#### Unit Topics

- Maintain performance of hardware and software
- Provide basic administration
- Identify future technology requirements

### **BSBMED301B – Interpret and apply medical terminology appropriately**

This Unit of Competency describes the skills and knowledge required to understand and respond to instructions, to carry out routine tasks and communicate with a range of internal/external clients in a medical environment and to use appropriate advanced medical terminology.

#### Unit Topics

- Respond appropriately to instructions which contain medical terminology
- Carry out routine tasks
- Use appropriate medical terminology in oral and written communication

### **BSBMED401B - Manage patient record keeping system**

This unit describes the performance outcomes, skills and knowledge required to manage a patient record system within a medical environment and to supervise others.

#### Unit Topics

- Clarify how patient records system operates
- Manage operation of patient records system
- Review and improve patient records system

## **BSBCMM401A - Make a presentation**

This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience for a range of purposes, such as marketing, training, promotions, etc.

### Unit Topics

- Prepare a presentation
- Deliver a presentation
- Review the presentation

## **PAYMENT OF COURSE FEES**

To enrol in Certificate IV in Business Administration, please complete an Enrolment Form and email, fax to 02 8212 9547 or mail to:

Indigo Medical & Dental Training  
PO Box 3731  
Tuggerah NSW 2259

Payments can be made via credit card, direct deposit or cheque.

### **Payment Plan Options**

We offer **payment plan options** for all our qualification courses. An initial deposit is paid upon enrolment followed by two (2) payments made thereafter during the duration of the course. A payment plan schedule will be issued upon enrolment detailing the due date each month.

A non refundable Administration Fee of \$200 is payable by all Students. This Administration Fee covers the administrative cost of the course and course materials.

Course fees received by Indigo Medical & Dental Training Pty Ltd are not accessed and are maintained in an account until the Student commences the course. Refunds are available to Students in accordance with government guidelines and fair and proper standards.



***Helping You on Your Journey to  
Become a Qualified  
Business Administrator***

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