



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

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

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802 Pacific Highway, Gordon NSW 2072
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Queensland Office

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Melbourne Office

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Our Training Assessors

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Glenys Stabback – NSW, QLD, VIC
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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
BSBMED301A	Use advanced medical terminology
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

Certificate IV in Business Administration BSB40507 is offered via flexible learning (i.e. distance learning). 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, exercises and assessment tasks which will be completed both in the workplace setting (if employed) and in the Student's own time.

Upon commencement of the course, the Student will be appointed a Training Assessor. The Training Assessor will initially meet with the Student to provide an overview of the course content and training plan structure. Even though the course delivery is via flexible learning (distance learning), the Student receives a structured training plan timetable outlining when each unit is due for completion, to help the Student achieve completion with the 12 month timeframe or earlier.

Throughout the training, the Student will receive personalised and individual training customised to suit the Student's specific needs and requirements. Communication is via telephone/email support and regular face to face meetings as required. The Training Assessor will be in contact with the Student every 2 weeks by telephone to see how the Student is progressing with their studies and to assist in maintaining motivation, clarify any areas of concern and keeping the Student on target with unit completion dates.

Course Fee

To complete Certificate IV in Business Administration BSB40507, the course fee is \$2,200.

An Administration Fee of \$150 is payable by Students upon enrolment.

Payment plans are available to jobseekers.

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 - Use advanced medical terminology

This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate advanced medical terminology.

Unit Topics

- Respond appropriately to instructions containing advanced medical terminology
- Carry out routine tasks
- Use appropriate advanced medical terminology in oral and written communication with patients, fellow workers and health professionals

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

Certificate IV in Business Administration BSB40507 is \$2,200 plus \$150 Administration Fee.

Payment of course fees may be made via two methods.

Method 1

Full payment of course on enrolment (includes \$150 Administration Fee)	\$2,350
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Method 2

Initial payment of \$850
Plus two payments of \$750
(You will be issued with a Monthly Payment Plan advising of the monthly due dates)

All course fees (via either of the above two methods) must be paid prior to commencement of the course.

A non refundable Administration Fee of \$150 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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