

Certificate IV in Business Admin

BSB40507

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.

Course Units

To achieve Certificate IV in Business Administration BSB40507, you must complete 10 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 Duration, Delivery and Course Fee

This course is conducted over a 12 month period and is offered via flexible learning (distance learning), which allows you to study from home and gives you the benefit of enrolling at any time of the year. A Training Assessor works individually with you to structure a training plan timetable outlining the due dates for each unit, to help you achieve gaining your Certificate within 12 months. The course fee commences from \$2,200 (dependent upon chosen delivery mode) plus \$200 admin fee. Payment plans are available.

Contact Us

For further information or to receive a full course brochure on Certificate IV in Business Administration BSB40507, please email training@indigoconsulting.com.au and/or contact our office on 07 5591 9526. Please also visit our website at: www.indigoconsulting.com.au