



# Certificate IV in Business Administration (BSB40507)

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. Job roles relating to this qualification include Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant and Receptionist.

On successful completion of the program you will be issued with a nationally recognised certificate that will confirm your skills and competence in business administration. This qualification can also lead to a Diploma in Business or a range of other diploma level qualifications in the business services area.

## Delivery Methods

An ATEC Trainer will meet with you to arrange a training program that can be delivered entirely on the job and will, wherever possible, be directly relevant to the day to day tasks that you practice within your organisation. The trainer will also conduct scheduled visits, provide ongoing support via telephone and/or email, and offer additional mentoring to assist you to achieve a quality learning outcome.

## Assessment Methods

May include questioning, demonstrated previous experience, observation in the workplace, tests, written reports, project examinations and other appropriate assessment methods depending on the unit requirements.

## Pre-requisites

There are no pre-requisites for individual units of competency that make up this qualification. However, completion of a Certificate III in Business Administration or similar qualifications, or experience in an administration role in the workplace would be beneficial prior to undertaking this qualification.

## Course Fees

\$2,500 (includes learning resources and manual)

For this qualification you are required to select 5 Administration units and 5 Elective units.

## Course Outline (Example Training Plan\*)

### Administration Units

BSBFIA401A	Prepare Financial Reports	Elective
BSBADM401B	Produce complex texts from shorthand notes	Elective
BSBITA401A	Design databases	Elective
BSBITU402A	Develop and use complex spreadsheets	Elective
BSBWRT401A	Write complex documents	Elective

### Elective Units

BSBCUS401A	Co-ordinate implementation of customer service strategies	Elective
BSBEBU401A	Review and Maintain a Website	Elective
BSBADM409A	Co-ordinate Business resources	Elective
BSBADM407B	Administer Projects	Elective
BSBMKG414A	Undertake marketing activities	Elective

\* Please note: The above program is an example only and an ATEC Trainer can negotiate a training program that includes units that are relevant to the job role in your organisation.

**For further details please contact Course  
Administration on (08) 8240 1233**