

Certificate IV in Business Administration (BSB40507)

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UNITS OF COMPETENCY:	<p>Units (10 units are required to complete the Certificate IV in Business Administration)</p> <p>BSBADM401B – Produce Complex Texts from Shorthand Notes</p> <p>BSBADM405B – Organise Meetings</p> <p>BSBINM401A – Implement Workplace Information System</p> <p>BSBITU401A – Design and Develop Complex Text Documents</p> <p>BSBITU402A – Develop and Use Complex Spreadsheets</p> <p>BSBWRT401A – Write Complex Documents</p> <p>BSBCUS402A – Address Customer Needs</p> <p>BSBADM407B – Administer Projects</p> <p>BSBCMM401A – Make a Presentation</p> <p>BSBSUS301A – Implement and Monitor Environmentally Sustainable Work Practices</p>
COURSE OVERVIEW:	<p>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.</p>
PRE-REQUISITES:	<p>There are no entry requirements for this qualification.</p>
ASSESSMENT:	<p>All units within the course have assessment activities, with set due dates for completion.</p>
HOW TO BOOK:	<p>Contact Head Office on (02) 6247 2839 or email CTI at enquiries@cticanberra.com.au</p>
REFUND POLICY:	<p>Refer to CTI's client information book</p>

The Essentials

DURATION

11 weeks, 1 day per week, 9am-12pm

VENUE

Capital Training Institute
Cooyong Centre
1 Torrens St
Braddon ACT 2612

DATES

Please refer to Course Guide for more information

DELIVERY METHODS

- General Public Course
- Distance Delivery
- Recognition of Prior Learning

WHAT'S INCLUDED

- Refreshments
- Course Notes and Handouts
- Accredited certificate on successful completion

AWARD

Certificate IV in Business Administration

ASSESSMENT

Please refer to Course Guide for more information

FEE

\$1,800 (plus GST)

RPL

Please refer to CTI's Client Information Book

PAYMENT METHODS

- Mastercard, VISA
- Cheque
- EFT (Electronic Funds Transfer)
- Cash