



Rochdale Institute

Certificate IV in Business Administration

BSB40507

Description

Certificate IV in Business Administration is designed to enable participants to develop advanced administrative and computer skills needed in an office administration position.

Suitable for

This course is ideal to those who wish to further develop more effective skills in business management and administration.

Qualification & Skills

On completion, participants will be awarded the Certificate IV in Business Administration. Participants will have a greater understanding of time management, communication, information management, process improvement and records maintenance.

Course Duration

Completion times may vary from 12 – 24 months.

Delivery

Customised learning material to suit organisation needs
Workplace based onsite training

Costs

Government funding available, eligibility criteria applies

Further study options

Participants may decide to continue study in this field, leading to the Diploma of Management

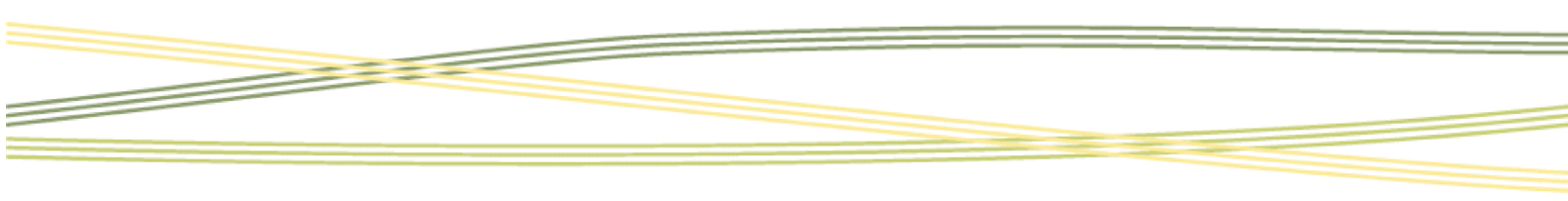
Assessment

Assessment may include class activities, assignments, and group work. Assessment in theory and practical components of the course will ensure required level of competency achievement.

All enquires to the Customer Service Centre on:

Email: info@rochdaleinstitute.com.au

Telephone: 1300 889 846



Units of Study

Total number of units required is 10

Select 5 compulsory units from the following:

BSBITU401A	Design and develop complex text documents
BSBWRT401A	Write complex documents
BSBINM401A	Implement workplace information system
BSBADM406B	Organise business travel
BSBITU402A	Develop and use complex spreadsheets
BSBADM405B	Organise meetings

Select at least 1 elective unit from the following:

BSBADM407B	Administer projects
BSBOHS407A	Monitor a safe workplace
BSBRSK401A	Identify risk and apply risk management processes
BSBADM409A	Coordinate business resources
BSBCUS401A	Coordinate implementation of customer service strategies
BSBWOR404A	Develop Work Priorities
BSBMGT403A	Implement continuous improvement
BSBPMG510A	Manage projects

The remainder of the units may be selected from the following:

BSBMGT402A	Implement operational plan
BSBWOR402A	Promote team effectiveness
BSBMGT401A	Show leadership in the workplace
BSBLED401A	Develop teams and individuals
BSBWOR401A	Establish effective workplace relationships

