

BSB40515 - CERTIFICATE IV IN BUSINESS ADMINISTRATION

PROGRAM OVERVIEW

DURATION *

Online delivery 52 weeks*

In class delivery 26 weeks**

COURSE FEES +

Online delivery \$2,000

In class delivery \$3,800

PREREQUISITES

Completion of High School Year 11 or equivalent.

YOU WILL NEED

Positive attitude and an interest in business and admin.

No previous training in business is required to undertake this program.

CAREER OPPORTUNITIES

Office Administrator

Accounts Assistant

Financial and Budget Planner

Personal / Executive Assistant

+ The Student tuition fees are indicative only and are subject to change without notice.

*52 weeks is the maximum amount of time, Students are able to work at their own pace and can complete the course sooner if they prefer.

** Duration may vary due to timetable variations, public holidays and study breaks (if applicable).

DESCRIPTION

This course includes training and delivery strategies that equip participants with the relevant industry skill sets to successfully handle the most challenging roles in today's business. This course is carefully balanced with a focus on industry skills and qualifications.

THIS COURSE IS IDEAL FOR...

People who seeking career entry positions in various fields of business and administration.

Experienced professionals with no formal qualifications, wishing to improve their career advancement opportunities.

WHAT IS INCLUDED IN THE COURSE

This course follows the structure of the nationally recognised qualification - BSB40515 Certificate IV in Business Administration

WHAT'S NEXT?

Graduates of the Certificate IV of Business Administration can seek employment or continue study with the Diploma of Business Administration.

IT ALL ADDS UP WITH AICT!

So, when you finish you'll have in-demand qualifications and be ready to enter the workforce or increase your level of study.

Like what you see? Give us a call, we are here to help!

UNITS OF COMPETENCY

BSBADM405 Organise meetings

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBCUS402 Address Customer Needs

BSBMKG413 Promote Product and Services

BSBCMM401 Make a Presentation

BSBITU402 Develop and use complex spreadsheets

BSBWRT401 Write complex documents

BSBITU401 Design and develop complex text documents

BSBADM409 Coordinate Business Resources

BSBINM401 Implement workplace Information system

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AICT

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RTO Provider No. 2058 Office 205, Level 2 City Central, 166 Murray St, Perth, Western Australia, 6000 Phone: +61 8 9382 9000
Email: domestic@aict.wa.edu.au Please note: Course and program outlines subject to change without notice.

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