

Traineeships



Certificate IV in Business Administration

(BSB40507)



Accredited Online Training Pty Ltd

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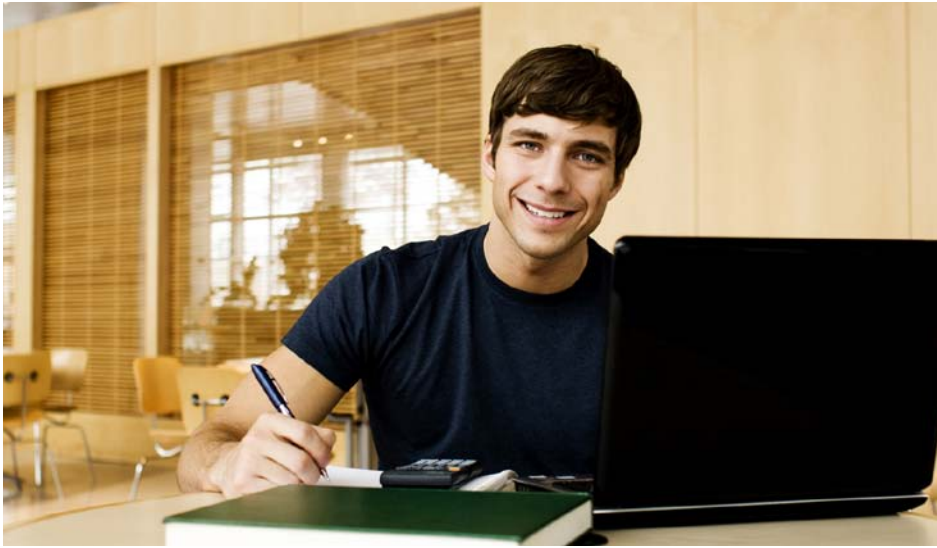
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Certificate IV in Business Administration



The **Certificate IV in Business Administration** has been created to provide training for the Clerical Administrative sector. It will provide you with the skills to oversee an office, make decisions on administrative matters and provide supervision and advice to colleagues.

WHAT WILL YOU ACHIEVE FROM THIS COURSE?

With the **Certificate IV in Business Administration** you will develop confidence in your communication and administration skills. At the same time you will gain knowledge of the fundamentals of supervision and finance applicable across a wide range of industries. Upon completion of this course, you will be able to:

- Administer projects
- Prepare financial reports
- Provide administrative support at meetings
- Design and develop complex business documents
- Analyse and present research information
- Research and develop an integrated business plan

HOW LONG DOES THE COURSE TAKE?

You, the student, are completely in control of your own learning schedule.

Total nominal hours: 473 hrs

Maximum 24 months access to online course (approx. 10-20 hours to complete each unit).

DELIVERY MODE

Online

HOW TO GAIN YOUR QUALIFICATION FASTER & TRANSFER TO UNIVERSITY

- Fast Track
- Recognition of Prior Learning (RPL)
- University credit transfer

ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an internet connection and computer

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EMPLOYABILITY SKILLS

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

- | | | |
|---|---|--|
| <ul style="list-style-type: none">• Communication<ul style="list-style-type: none">- being appropriately assertive when marketing the business- negotiating effectively- persuading effectively with clients, suppliers, financial backers and other business stakeholders- reading, interpreting and questioning legal, financial, marketing and other business documentation• Teamwork<ul style="list-style-type: none">- identifying and utilising the strengths of other team members- providing coaching, mentoring and feedback to members of the team• Problem Solving<ul style="list-style-type: none">- applying a range of problem solving strategies- seeking information from various sources to determine the cause of the problem- using numeracy skills to calculate costs, prices and cash | <p>flow projections</p> <ul style="list-style-type: none">• Initiative and Enterprise<ul style="list-style-type: none">- being creative and entrepreneurial in translating small business ideas into action- developing innovative solutions to small business challenges- identifying small business opportunities not obvious to others• Planning and Organising<ul style="list-style-type: none">- developing a business plan- developing operational procedures for the small business- identifying performance measures for the small business- planning for contingencies• Self Management<ul style="list-style-type: none">- having personal goals and a vision for the small business- taking personal responsibility for the business• Learning<ul style="list-style-type: none">- contributing to the learning of team members | <ul style="list-style-type: none">- seeking assistance and expert advice on financial, legal and/or technical aspects of the business- seeking out and learning new ideas, skills and techniques <ul style="list-style-type: none">• Technology<ul style="list-style-type: none">- applying business technology for communication, planning, financial management, marketing and operating the business- comparing and purchasing new business technology |
|---|---|--|

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

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COURSE STRUCTURE

You are required to complete 10 units of study for the **Certificate IV in Business Administration**:

Compulsory - 5 Units

Unit Code	Unit Name	Description
BSBFIA401A	Prepare financial reports	Record general journal adjustment entries and to prepare end of period financial reports.
BSBWRT401A	Write complex documents	Plan documents, draft text, prepare final text and produce documents of some complexity.
BSBITU402A	Develop and use complex spreadsheets	Use spreadsheet software to complete business tasks and to produce complex documents.
BSBADM405B	Organise meetings	Organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.
BSBADM406B	Organise business travel	Organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.

Electives - must choose 5 from this section

Unit Code	Unit Name	Description
BSBOHS407A	Monitor a safe workplace	Implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.
BSBCUS401A	Coordinate implementation of customer service strategies	Advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.
BSBCUS402A	Address customer needs	Manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed.
BSBMKG413A	Promote products and services	Coordinate and review the promotion of an organisation's products and services.
BSBRES401A	Analyse and present research information	Gather, organise and present workplace information using available systems.
BSBMGT401A	Show leadership in the workplace	Work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and non routine methods and procedures which require the exercise of some discretion and judgement.
BSBMGT402A	Implement operational plan	Implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required.
BSBREL401A	Establish networks	Develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.
BSBHRM402A	Recruit select and induct staff	Execute tasks associated with the recruitment cycle.

ASSESSMENTS

AOT uses competency based assessment methods to ensure students have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the student can actually do – and the standard

at which they are able to perform. Performance is measured in terms of whether students meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.

AOT's assessment process may consist of the following tasks, dependant on the unit/chapter requirements:

- Portfolios/case studies
- Holistic Assessments
- Multiple choice and/or
- Short answer questionnaires