BSB40507
Certificate IV in Business Administration
CRICOS Course Code: 070445B

This qualification will help participants to understand how to apply solutions to a defined range of unpredictable problems, analysing and evaluating information from a variety of sources. It will cover a broad range of activities and applications in a wide variety of contexts, most of which are complex and non-routine. Students will learn how to provide leadership and guidance to others with some limited responsibility for the output of staff members.

Duration:
22 weeks

Entry requirements:
- IELTS score 5.0 with no sub score below 5.5 or equivalent
- Students are required to take a placement test before start date

About the course:
- Day course
- 2 lectures per week
- 1 tutorial per week

Employment Opportunities:
- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant

Code | Course Units
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BSBCMM401A | Make a presentation
BSBITU402A | Develop and use complex spreadsheets
BSBFIA401A | Prepare financial reports
BSBMKG414B | Undertake marketing activities
BSBADM503B | Plan and manage conferences
BSBWH401A | Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBADM405B | Organise meetings
BSBADM406B | Organise business travel
BSBCUS401B | Coordinate implementation of customer service strategies
BSBVRT401A | Write complex documents

Timetable

<table>
<thead>
<tr>
<th>Lectures</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>8.30am - 5.30pm</td>
<td>Lecture</td>
<td>Lecture</td>
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<table>
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<tr>
<th>Tutorial</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>1.30pm - 5.30pm</td>
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<td>Tutorial</td>
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Start Dates

2013
October: 1, 15, 29
November: 12, 26
December: 10

2014
January: 7, 21
February: 4, 18
March: 4, 18
April: 1, 15, 29
May: 13, 27
June: 10, 24
July: 8, 22
August: 5, 19
September: 2, 16, 30
October: 14, 28
November: 11, 25
December: 9

2015
January: 6, 20
February: 3, 17
March: 3, 17, 31
April: 14, 28
May: 16, 26
June: 9, 23
July: 7, 21
August: 4, 18
September: 1, 15, 29
October: 13, 27
November: 10, 24
December: 8

Concession card provided