

Certificate IV in Business Administration [BSB40507]



About this Qualification

The Certificate IV in Business Administration qualification focuses on the development of high level skills with word-processing, spreadsheet and desktop publishing applications.

Your employee will learn how to produce complex documents, organise meetings and business travel schedules and write complex documents.

The Certificate IV in Business Administration qualification allows a range of elective subject options to enable businesses to select the skills and knowledge that their administration staff would benefit from training in. It suits employees who already have strong skills with word-processing and writing workplace business documents.

The limited flexibility with subject choice means that this qualification may not suit all roles. Certificate IV in Business may offer a greater range of elective choices if this programme does not meet your needs.

Course Suitability

The job roles that may suit this course include:

- Personal Assistant
- Administration Officers
- Team Leaders in Administration
- Administration or Office Managers
- Office Supervisor

Enrolment Options

This qualification is available in most states as a government funded Traineeship enrolment*
*Subject to eligibility in your state. Refer to our brochure "About Traineeships".

The qualification is also available for individual students to enrol on a private basis.

Employers can also directly enrol staff where Traineeship enrolment is not suitable.

Course Fees

The course fees for eligible New Worker Traineeship enrolments* are paid directly by the government. The only fees payable by the employer for eligible New Worker Traineeship enrolments are the compulsory annual Enrolment Fee as set by the relevant state government.

For Existing Worker Traineeships, Individual Enrolments and Employer Sponsored Enrolments refer to the College Fee Schedule for current pricing terms, and discounts available for multiple enrolments from employers.

All course fees cover the full cost of course materials issued to students.

Course Duration

The qualification is timetabled to be completed in one year over a 30 week period, with students required to mail assignments to the College at regular intervals.

Regular study of approximately 3 hours per week, in conjunction with on-the-job practice of the skills covered in the course would normally be required to successfully complete this qualification.

The timetable can be extended to a longer period subject to maximum timeframes set in each State for Traineeship enrolments (generally 24 months).

Students can complete as early as they like – as they study at their own pace.

Enrol at any time as the College has continuous courses all year round.

Course Benefits

The qualification offers:

- cost effective ways for employers to up-skill staff
- access to Traineeship Incentives
- flexible methods of delivery
- structured, high quality training
- wide range of subjects that allow tailoring to individual business and employee needs



Australian College
of Commerce & Management

College Trainers and Materials

Each student will have a dedicated College Training Manager to provide immediate assistance and support.

The College Trainers all have “real life” experience in the areas that they train in, and so have the expertise and skills to provide effective student and employer support.

The course materials are delivered in separate “modules” or workbooks. Each module concentrates on a specific theme, and may cover a number of “units of competency” (these are the “national standards” that apply to the qualification).

The College course material is easy to read and understand and is kept up to date with current business practices and relevant legislation.

Students are issued a Course Folder to keep their course material organised.

Course Delivery

Course can be delivered in a range of delivery modes based on the most suitable mode for the circumstances:

- workbook / correspondence
- on-line learning
- class room learning

In some situations the mode will be a mix of these options. Discuss these options with the College.

Workbook modules are designed so that students can use small periods of time to “study”. This makes the course achievable even in a busy office – with small periods of time being able to be used effectively.

Entry Requirements

Entry is open to all students who already have proficient English literacy, computer and Microsoft Office skills that are equivalent to the Certificate III competency levels.

Access to a computer with the Microsoft Office programmes Word, Excel and PowerPoint are required to complete the core modules.

To complete this course you must also demonstrate above average written communication skills as applicable to a business environment.

Other pre-requisites may apply based on elective choices.

Course Subjects and Electives

The qualification includes the following core modules:

- Use Technology in the Workplace
- Safety at Work for Supervisors
- Meetings, Conferences and Travel
- Write Complex Documents
- Produce Complex Business Documents
- Complex Desktop Publishing Skills

The qualification includes the following Administration Elective modules:

- Complex Spreadsheets
- Complex Desktop Publishing
- Operational Planning

The qualification includes the following Elective modules to choose from:

- Greenlight to Customer Service
- Implement and Monitor Marketing Activities
- Business Networks
- Business Technology
- Achieving Work Priorities
- Review HR Functions
- Recruitment, Selection and Induction
- Develop a Sales Plan
- Coaching Teams to Success
- Manage Risk
- Environmental Procedures and Policies
- Implementing TQM
- Make a Presentation
- Products and Service Knowledge
- Workplace Relations
- Performance Management Systems

Qualification & Career Pathway

This is a nationally accredited, formal qualification recognised as part of the Australian Qualifications Framework.

After completion of this qualification you have a range of opportunities to continue your studies at Diploma level in:

- Frontline Management – for those seeking to increase or have their team leadership skills recognised
- or continue with Business

Career paths include opportunities as:

- Executive Personal Assistant
- Team Supervisor
- Senior Office Manager
- Branch Supervisor