

BSB40515 Certificate IV in Business Administration

Job Role	<p>Job roles may include:</p> <ul style="list-style-type: none"> • Executive Assistant • Office Administrator • Project Assistant
Qualification Overview	<p>This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.</p>
Entry Requirements	<p>There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.</p>
Career Pathway	<p>After achieving this qualification candidates may undertake: BSB50415 Diploma of Business Administration</p>
Fee Structure	<p>Fees are structured according to individual's eligibility and enrolment status. Where fees are applicable each student is provided with this information prior to confirming enrolment.</p>
Estimated Course Duration	<p>This course has an estimated completion period of 6 - 24 months dependant on the pre-existing level of skills and knowledge of the student.</p>
Location:	<p>Online delivery through Dynamic Learning Services.</p>
Work placement	<p>To achieve this qualification, the candidate is encouraged to complete at least 80 hours of work/work experience. All students are responsible for organising their own work placement arrangements to complete the 80 hours. DLS does not offer/guarantee employment as a result of any work placement.</p>
Delivery Methodology	<p>Training and assessment for this course are provided through online delivery only. Applicants are invited to apply for both Credit Transfer and Recognition of Prior Learning services prior to commencement of studies.</p>
Resource Requirements by the student	<p>System Requirements PC-based attendees Required: Windows 8, Windows 7, Vista, XP or 2003 Server Minimum required: Internet Explorer 7.0, or Mozilla Firefox 4.0, or Google Chrome 5.0 (JavaScript enabled) Mac-based attendees Minimum required: Mac OS X 10.6 (Snow Leopard) Minimum required: Safari 3.0, or Firefox 4.0, or Google Chrome 5.0 (JavaScript enabled)</p>
Resources provided to the student	<p>Catapult online learning resources and assessments, LLN Support, Access to qualified assessors and staff for support and feedback. Each student is provided with a complete training and support plan during the pre-enrolment stage.</p>



	Support Services	If a student has any identified needs that would need to be accommodated for, they are advised to speak with the Student Services Officer prior to commencement of study.
	Additional Information	All students are required to download a copy of the Student's Handbook and view both the Grievance/Appeal policy, Consumer rights and responsibilities and the Refund Policy (if applicable).
	Government Subsidy	Eligibility to any funded courses is discussed at the pre enrolment sessions, where funding is available the funding bodies details are provided to the student including any conditions which may apply.
Course Structure – BSB40515 Certificate IV in Business Administration		
Elective Units		
	BSBFIA401	Prepare financial reports
	BSBADM405	Organise meetings
	BSBITA401	Design databases
	BSBITU402	Develop and use complex spreadsheets
	BSBITU404	Produce complex desktop published documents
	BSBCUS401	Coordinate implementation of customer service strategies
	BSBREL401	Establish networks
	BSBMKG413	Promote products and services
	BSBINN301	Promote innovation in a team environment
	BSBADM407	Administer Projects
Note: This qualification does not have any core units.		