



BSB40515 Certificate IV in Business Administration

52 weeks

Course Outline

This qualification is suited to a range 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 information from a variety of sources.

They may provide leadership and guidance to others.

Course Content

Units of Competency
BSBADM405 Organise meetings
BSBADM406 Organise business travel
BSBITU401 Design and develop complex text documents
BSBITU402 Develop and use complex spreadsheets
BSBITU404 Produce complex desktop published documents
BSBITA401 Design databases
BSBCUS402 Address customer needs
BSBMKG413 Promote products and services
BSBITS401 Maintain business technology
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet

This course is delivered in face to face classes of 20 hours per week or by distance education/online to Australian citizens and permanent residents.

Assessment for this qualification may include written reports, case studies, projects, role plays, written assessments and third party reports as well as portfolios of evidence and workplace reports.

Recognition of Prior Learning (RPL) is available to all students applying for this qualification.

Recognition of prior learning is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience

Entry Requirements

Admission to this course is open to International Students who have the appropriate visa and an English Language score of IELTS 5.5 or equivalent.

English language proficiency:

International students wishing to enrol must have:

- an IELTS band score of 5.5 (academic test version) or equivalent internationally recognised exam result in line with DIBP (Department of Immigration and Border Protection) regulations for



direct entry into a course; or

- 4.5 with an ELICOS course to be taken before your main course. You can study an English for Speakers of Other Languages (ESOL) course for up to 40 weeks' duration at our sister college, English Academy; or
- within two years of your application date have successfully completed in Australia a substantial part of a Certificate IV or higher level qualification from the Australian Qualifications Framework

If the student does not meet the English language proficiency requirements, a condition of their enrolment must be enrolling in an English language course offered by our sister college, English Academy or another NEAS Approved Centre.

For further information, please refer to the College's Pre-Enrolment Information which is available to download from our website along with the Student Entry Requirements, Selection and Induction Policy.

Students on a student visa MUST be enrolled in a full-time course.

Students will be expected to have completed senior high school or its equivalent prior to commencement of the Diploma

Domestic students:

There are no entry requirements for this course for domestic students. There are no licensing pre-requisites.

Completion:

Upon successful completion of this course you will receive a nationally-recognised Certificate IV in Business Administration. Students who do not complete the course but complete some units of this course, may receive a Statement of Attainment for the Units of Competency they have completed.

Inter-Continental; Colleges reserves the right to amend the course structure to meet changing industry demands.