



# Business Administration

Microsoft IT Academy Program Member



iccentral  
Global Qualifications for a Global Marketplace

## BUILD YOUR ADMINISTRATION TEAMS POTENTIAL!

**BSB40507 – CERTIFICATE IV IN BUSINESS ADMINISTRATION**

### ABOUT THE COURSE

This is a terrific opportunity to provide your administration team with an enjoyable, practicable comprehensive training program which will increase their effectiveness and efficiency in your workplace including developing their supervisory and leadership skills.

### ADDED VALUE

Included with the course comes free access to the Microsoft IT Academy, Certiprep (Practice Exams) and Certiport (Microsoft Office Specialist Exams). This gives you 24/7 online access to the Microsoft Office Certified Courses and MOS Certification.

### WHO SHOULD ATTEND

This training is suited across all industry sectors such as sales/trade/manufacturing/services/retail/admin and more. It is for those who are currently Accounts Supervisors, Executive Personal Assistants, Office Administrators, Project Assistants, Receptionists, Office Managers and those who aspire to be so.

### COURSE STRUCTURE

Integrity Business College Business Administration programs are delivered by Integrity Business College expert trainers in 8 full one day workshops spread over 9 months, where participants are involved in active discussion, networking, problem solving, and presentations related to building skills and experience in managing staff.

### RECOGNITION OF PRIOR LEARNING (RPL)

Many individuals may already be competent in one or more of the Business Administration competencies. RPL is available for each Unit of Competency based on relevant workplace experience, formal training or other expertise. Recognition will involve your submission of evidence in a portfolio form to be assessed by Integrity Business College assessors.

Integrity Business College encourages trainees with physical and / or intellectual disabilities to access funded training.

### COURSE OUTLINE

The eight workshops will address the following 10 units of Competence from the National Business Services Training Package. All of these competencies must be successfully completed to gain the Certificate IV in Business Administration.

Included in the course are 2 workplace mentoring visits, the first being midway through the course and the other on completion of the program as well as an initial consultation with you the employer and participant.

All participants and employers will be invited to a graduation ceremony on completion of the course.

### FEES

Government Funding Available - This training can be delivered with Government funding to suitable applicants or Fee for Service

**ASSESSMENT**

Assessment is ongoing during the structured workshops and includes workplace projects.

**COURSE OUTLINE**

# Days	Dates	Topic	Unit Code and title
2	TBA	<b>Networking and Administration</b>	BSBREL401A Establish networks BSBRES401A Analyse and present research information BSBINM401A Implement workplace information system
5	TBA	<b>Advanced Microsoft Office skills</b>	BSBITU401A Design and develop complex text documents BSBITU402A Develop and use complex spreadsheets BSBITA401A Design databases BSBITU404A Produce complex desktop published documents
1	TBA	<b>Computer Maintenance</b>	BSBITS401A Maintain business technology
2	TBA	<b>Finance</b>	BSBFIA401A Prepare financial reports BSBFIA402A Report on financial activity

**COURSE STRUCTURE**

Our Integrity Business College Business Programs are delivered through a combination of on the job learning and a series of workshops that cluster relevant units of competency together into topics. These topics are reflective of the skill sets you require to do your job in the workplace. The workshop delivery is spread over 5 months. During the workshops you will engage in the adult learning process through active participation, discussion, networking, problem solving and 'hands on' learning activities relevant to your job. The delivery strategy is focused on building the skills you require to successfully do your job.

**PREREQUISITES**

There are no formal prerequisites for this qualification.

**RECOGNITION OF PRIOR LEARNING (RPL)**

Many individuals may already be competent in one or more of the units of competency. RPL is available for each unit of competency based on relevant workplace experience, formal training or other expertise. Recognition will involve your submission of evidence in the form of a portfolio.

**WANT TO KNOW MORE?**

CALL 1300 731 451

TO REGISTER YOUR INTEREST

Return this form to

[info@integritybusinesscollege.com](mailto:info@integritybusinesscollege.com)

or fax this page to 03 9372 9382.

Your Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Integrity Business College Australasia Pty Ltd (RTO # 21739)

Head Office: Level 1, Suite 2, 902 Mt Alexander Rd | Essendon | Victoria | 3040

Branches: Adelaide • Tasmania • Victoria: Essendon, Mildura, Victorian Western Districts, Gippsland

**Tel. 1300 731 451**

[info@integritybusinesscollege.com](mailto:info@integritybusinesscollege.com)

[www.integritybusinesscollege.com](http://www.integritybusinesscollege.com)