

# AOT Course Guide

## BSB40507 Certificate IV in Business Administration

### Accredited Online Training Pty Ltd

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# Certificate IV in Business Administration

The Certificate IV in Business Administration has been created to provide training for the Clerical Administrative sector. It will provide you with the skills to oversee an office, make decisions on administrative matters and provide supervision and advice to colleagues.

## WHAT WILL YOU ACHIEVE FROM THIS COURSE?

With the Certificate IV in Business Administration you will develop confidence in your communication and administration skills. At the same time you will gain knowledge of the fundamentals of supervision and finance applicable across a wide range of industries. Upon completion of this course, you will be able to:

- Administer projects
- Prepare financial reports
- Provide administrative support at meetings

- Design and develop complex business documents
- Analyse and present research information
- Research and develop an integrated business plan

## EMPLOYABILITY SKILLS

The following is a summary of the employability skills for this qualification. This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

- **Communication**
  - being appropriately assertive when marketing the business
  - negotiating effectively
  - persuading effectively with clients, suppliers, financial backers and other business stakeholders
  - reading, interpreting and questioning legal, financial, marketing and other business documentation



## HOW LONG DOES THE COURSE TAKE?

You, the student, are completely in control of your own learning schedule. Learning online allows you the freedom to study at home, during your lunch break or from anywhere in the world.

Total nominal hours: 473 hrs

Full time load: 12hrs/wk

Full-time duration: 39 weeks

Maximum 12 months access to online course. (Approx. 10-20 hours to complete each unit).

## DELIVERY MODE

Online

## HOW TO GAIN YOUR QUALIFICATION FASTER & TRANSFER TO UNIVERSITY!

- Fast Track
- RPL (Recognition of prior learning)
- University credit transfer

## ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an internet connection and computer

# Certificate IV in Business Administration

## EMPLOYABILITY SKILLS CONT.

### • Teamwork

- identifying and utilising the strengths of other team members
- providing coaching, mentoring and feedback to members of the team

### • Problem Solving

- applying a range of problem solving strategies
- seeking information from various sources to determine the cause of the problem
- using numeracy skills to calculate costs, prices and cash flow projections

### • Initiative and Enterprise

- being creative and entrepreneurial in translating small business ideas into action

- developing innovative solutions to small business challenges

- identifying small business opportunities not obvious to others

### • Planning and Organising

- developing a business plan
- developing operational procedures for the small business
- identifying performance measures for the small business
- planning for contingencies

### • Self Management

- having personal goals and a vision for the small business
- taking personal responsibility for the business

### • Learning

- contributing to the learning of team members
- seeking assistance and expert advice on financial, legal and/or technical aspects of the business
- seeking out and learning new ideas, skills and techniques

### • Technology

- applying business technology for communication, planning, financial management, marketing and operating the business
- comparing and purchasing new business technology

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

## COURSE STRUCTURE

You are required to complete 10 units of study:

Unit Code	Unit Name	Description
BSBOHS407A	Monitor a safe workplace	This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.
BSBFIA401A	Prepare financial reports	This unit describes the performance outcomes, skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.
BSBWRT401A	Write complex documents	This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.
BSBITU402A	Develop and use complex spreadsheets	This unit describes the performance outcomes, skills and knowledge required to use spreadsheet software to complete business tasks and to produce complex documents.
BSBADM405B	Organise meetings	This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.

# Certificate IV in Business Administration

BSBADM406B	Organise business travel	This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.
BSBCUS401A	Coordinate implementation of customer service strategies	This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.
BSBCUS402A	Address customer needs	This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed.
BSBMKG413A	Promote products and services	This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services.
BSBRES401A	Analyse and present research information	This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems.

## ASSESSMENTS

AOT uses competency based assessment methods to ensure students have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the student can actually do – and the standard

at which they are able to perform. Performance is measured in terms of whether students meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.

AOT's assessment process may consist of the following tasks, dependant on the unit/chapter requirements:

- Portfolios/case studies
- Holistic Assessments
- Multiple choice and/or
- Short answer questionnaires

### Option 1 – Pay Upfront

When you choose to pay up front for the Certificate IV in Business Administration, you will receive a 10% discount off the total cost of the course.

Course Cost	Pay Only	Save
\$2880	\$2592	\$288

### Option 2 – Monthly Payment

Choose this flexible option and you can start achieving today with a low deposit and affordable interest-free monthly instalments.

Low Deposit	11 Monthly Payments
\$460	\$220