

Certificate IV in Business Administration (BSB40507)

Who is this course for?

The course is especially designed for those who are interested in a future in Business Administration. Successful completion of this course can lead to futures careers as:

- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant



What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires ten (10) units of competency

CORE ADMINISTRATION UNITS

BSBADM405B	Organise meetings	BSBITU402A	Develop and use complex spreadsheets
BSBADM406B	Organise business travel	BSBWRT401A	Write complex documents
BSBITU401A	Design and develop complex text documents		

ELECTIVE UNITS

Call us for more information about the Electives

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

HB Training is a Registered Training Organisation delivering accredited training in Business, Retail, Financial Services, Information Technology and Training and Assessment.



a 4 Laurel Street, Toowoomba QLD 4350
t 07 4639 4410 **f** 07 4639 4431
e training@hb.net.au
w hb.net.au

