

# CERTIFICATE IV BUSINESS ADMINISTRATION



## BSB40507<sup>1</sup> Management Stream

Ron Pollak Training run two streams in Business Administration. The Management Stream is designed for people who wish to 'do their CBA'. A Certificate IV in Business Administration is an excellent qualification for those people who wish to demonstrate their generalist skills in business. A CBA indicates that the bearer has well-developed management skills and a broad knowledge base in a wide variety of management contexts.

A Certificate IV in Business Administration reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of 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.

The choice of modules outlined below, reflect the customisation of this qualification for people in business **who work in a variety of roles**, where there is a considerable amount of administration.

### Course Content

A total of 10 units are required to complete this qualification.

General Administration	BSBADM405B	Organise meetings
Information Management	BSBINM401A	Implement workplace information system
IT Use	BSBITU401A	Design and develop complex text documents *
	BSBITU402A	Develop and use complex spreadsheets *
Writing	BSBWRT401A	Write complex documents *
Interpersonal Communication	BSBCMM401A	Make a presentation
Leadership	BSBLED401A	Develop teams and individuals
Project Management	BSBPMG510A	Manage projects
Management	BSBMGT401A	Show leadership in the workplace #
	BSBMGT402A	Implement operational plan

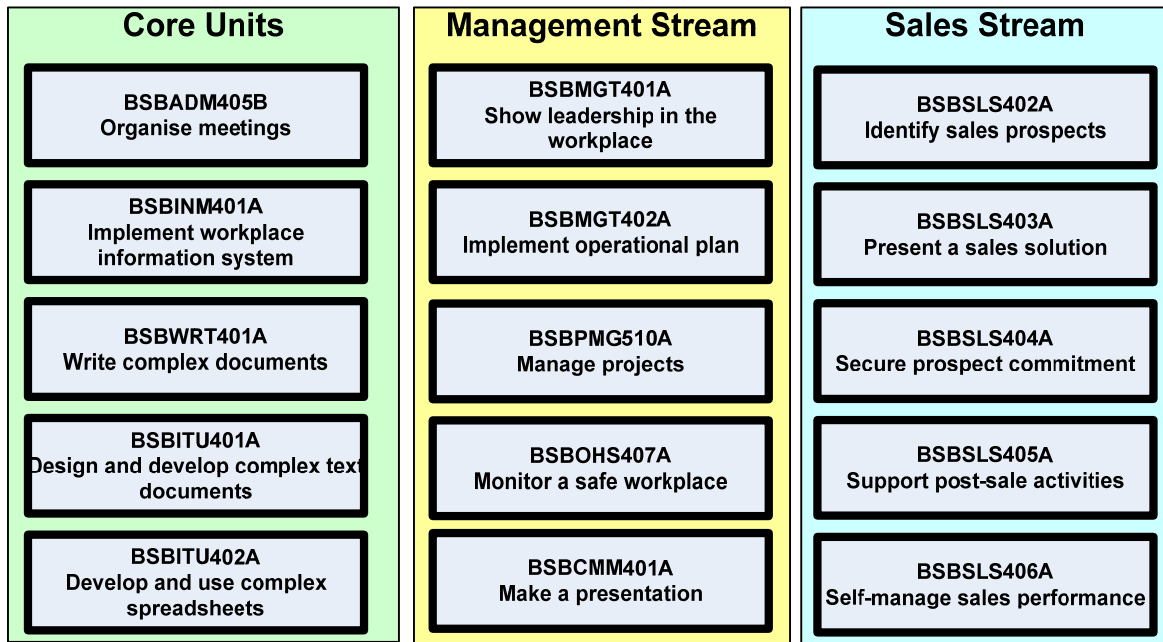
### Training Courses

These units are available as components of our publicly-scheduled training courses. Participants will attend courses over a 12 to 24 month timeframe to complete this qualification. Courses are confirmed person-by-person and are relevant to the work and future work pathways and opportunities of the participant in the program.

A list of courses that comprise this qualification is provided over the page.

- Courses marked as [Recommended](#) are not part of this qualification and are charged separately.
- Courses marked with an asterisk (\*) assume basic knowledge in this field.
- Courses marked with a 'hash sign' (#) require the participant to have completed a DISC Behaviour Profiling Survey. This is provided free as part of our Personal Development course. Alternatively, the DISC Behaviour Profiling Survey is provided by Ron Pollak Training at an additional cost of \$95.
- <sup>1</sup>Ron Pollak Training delivers Certificate IV in Business Administration BSB40507 under the auspices of Enrich Training, a Registered Training Organisation (31433).

# Certificate IV in Business Administration



		Sales	FLM	BA Sales	BA Mgt
<b>Duration of Qualification</b>	<b>Days</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>
Personal Development	<b>Recommended</b>				
Selling Part 1—Foundations	2 Days	<b>E</b>		<b>E</b>	
Selling Part 2—Boost! #	3 Days	<b>E</b>		<b>E</b>	
Selling Part 3—Territory & Account Management	2 Days	<b>E</b>			
Business Presentations—Planning	2 Days	<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>
Business Presentations—Delivery	1 Day				
Negotiating #	1 Day				
Selling to Key Accounts #	2 Days				
Monitor a Safe Work Place	3 Days	<b>C</b>	<b>C</b>		<b>E</b>
FLM 1—Coaching, Team Effectiveness & Innovation #	1 Day		<b>C</b>		
FLM 2—Leadership & Planning #	2 Days		<b>C</b>		<b>E</b>
FLM 3—Workplace Information	1 Day		<b>E</b>	<b>C</b>	<b>C</b>
Project Management—Essentials	1 Day	<b>E</b>	<b>E</b>		
Managing Time & Meetings	1 Day	<b>E</b>		<b>C</b>	<b>C</b>
Advanced Business Writing *	1 Day		<b>E</b>	<b>C</b>	<b>C</b>
Excel—Power Features *	1 Day	<b>E</b>		<b>C</b>	<b>C</b>
Word —Power Features *	1 Day			<b>C</b>	<b>C</b>

- Courses marked with an asterisk (\*) assume basic knowledge in this field.
- It is possible to choose one or two electives as alternatives to those listed here. EG In Certificate IV in Business Sales it is possible to choose Project Management—Essentials instead of say, Excel—Power Features. Discuss these options with your Account Manager.