

BSB40120

Certificate IV in Business (Administration)

- Get the skills that you really need.
- Unrivalled support. Delivered with care.
- Absolute flexibility. Your way, your terms.

Open the door to the world of business

Expand your career horizons with one of the most versatile courses there is!

The Certificate IV in Business (Administration) will provide you with the core foundation skills and knowledge required for a variety of administrative roles. Think about how many businesses there are in the world today. Heaps, right? Well, most of them need people with an administrative skill set – and that could be you!

When you study with Monarch, you'll have access to engaging and relevant learning content, delivered totally online. You will learn the fundamentals of working in business, which can be applied to a massive range of industries and organisations.

You'll also receive support from seasoned business professionals throughout your journey. Plus, a Cert IV in Business opens doors to further studies for your ongoing learning.

What does the course cover?

- **Business relationships and workplace communication**
- **Planning and managing work using digital technologies**
- **Critical thinking and interpersonal skills**
- **Producing professional documents and spreadsheets**

Key benefits

Practical, transferable skills

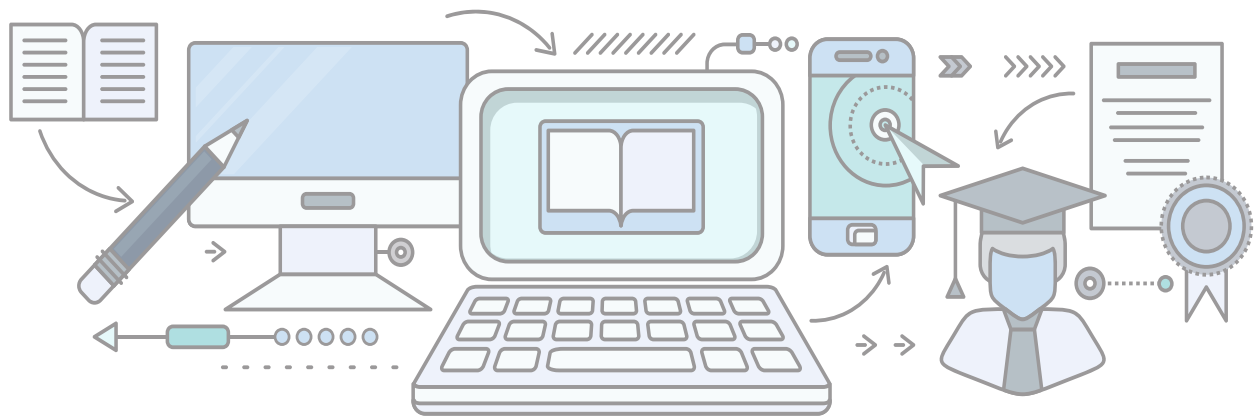
At Monarch Institute, our course content combines the best of theory alongside hands-on learning activities. This will provide you with practical, transferable skills and knowledge that can be applied to real world workplace scenarios.

Self-paced online study

Fit your studies around your work, family, and personal commitments thanks to Monarch's flexible online curriculum. Learn at your own pace with support from experienced trainers when you need it, and access to online student communities.

Nationally recognised

This course is nationally recognised under the Australian Qualifications Framework (AQF). If you're looking for a pathway to higher education in Australia, this could be it.



Study online. With a difference.

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, 'online' doesn't mean 'alone'. You'll be backed by our trainers at every step along the way. You'll get:

- Easy-to-follow course materials
- Videos and webinars
- Support from your course trainers (phone, email, Zoom)
- A dedicated admin team on hand to guide you
- Online assessments
- Access to a student Facebook group

What is the course structure?

This course is delivered online. This means you'll access your learning and assessment resources using an online portal plus digital textbooks. You can access the portal anywhere and anytime.

You'll need to study a total of 12 nationally recognised units, which are spread out over four modules. We consistently receive feedback from our students telling us the course is very well structured and easy to follow. Of course, if you're having trouble wrapping your head around a concept or assessment piece, you can always reach out to your trainer for support.

What is the course duration?

This course was designed to be completed within 6–24 months but you can complete it as fast as you like. Your completion time frame depends on your previous education, work experience, time availability and work rate. You're expected to complete at least one module every six months.

What are the entry requirements?

There are no formal entry requirements. Just bring your drive, motivation and passion for the industry. That said, if this is your first time studying at this level, we'll need to check your levels of English and maths before you enrol. People with disabilities are encouraged and supported to apply.

Course costs

Monarch's courses are competitively priced.

Check our website for the most up-to-date prices at www.monarch.edu.au/courses or call us on 1300 738 955.

Nationally recognised units

Module 1 / Business Relationships and Communication

- BSBTWK401 Build and maintain business relationships
- BSBHRM417 Support human resources functions and processes
- BSBXCM401 Apply communication strategies in the workplace

Module 2 / Planning and Managing Work

- BSBTEC403 Apply digital solutions to work processes
- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBPMG430 Undertake project work

Module 3 / Awareness and Critical Thinking

- BSBPEF502 Develop and use emotional intelligence
- BSBCRT411 Apply critical thinking to work practices
- BSBPEF402 Develop personal work priorities

Module 4 / Producing Quality Work, Safely

- BSBOPS405 Organise business meetings
- BSBWRT411 Write complex documents
- BSBWHS411 Implement and monitor WHS policies, procedures and programs



Jobs and career pathways

Monarch Institute's Cert IV in Business (Administration) opens the door to a huge number of career opportunities. With your well-rounded skill set, you can step into a variety of business and administrative jobs that span across industries of all shapes and sizes. That's right – you can tailor your career to suit your interests. How good is that?

You'll get skills to help you take on new roles such as:

- Administrative officer
- Executive assistant
- Project administrator
- Office coordinator
- Team leader



**Get the skills that you
really need.**



**Unrivalled support.
Delivered with care**



**Absolute flexibility.
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Industry insights



Employment projection
Up 13.6% to 2026



Earnings (average full time)
\$1,346 per week



Flexible career options
65% part time

Source: Labour Market Insights 2024



Why choose Monarch Institute?

**You need a different learning experience.
We're ready to deliver.**

Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

Flexibility

- ✓ Fit study around work, family, life
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Fast assessment turnaround times with comprehensive trainer feedback

Enrol today

Chasing your dream job? Ready to level up in your career?
Start your Certificate IV in Business (Administration) with
Monarch Institute today.



To discuss the course that's right for you call
1300 738 955



To find out more information email
info@monarch.edu.au



To enrol, visit our website
www.monarch.edu.au

