



BSB40515 Certificate IV in Business Administration

National ID: BSB40515 | State ID: AVS9

About this course

Keen to get going on your studies in Business Administration?

This course will help you develop your skills in **advanced office administrative** procedures to work in a diverse range of organisations. While studying in our **simulated work environment** you will learn how to manage travel arrangements, customer service and extend your skills in creating business documents such as spreadsheets.

Keen to get started? We offer this course on campus and **online**.

Gain these skills

- Write, design and develop complex documents
- Develop and use complex spreadsheets
- Organise business travel
- Meet the needs of customers
- Implement and monitor workplace health and safety procedures

Is this course right for me?

I have the following attributes:

- A desire to assist people in their work duties
- Want to further develop verbal and written communication skills
- Keen to develop attention to detail, good planning and organisational skills
- Able to relate to people from a range of cultures

Details

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a

mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

Semester 2, 2020

Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 2, 2020**



How: **On campus**

Units

Elective

National ID	Unit Title
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBCUS402	Address customer needs
BSBINM401	Implement workplace information system
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBREL401	Establish networks
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop work priorities
BSBWRT401	Write complex documents

Entrance requirements

School Leaver

Non-School Leaver

AQF

C Grades in Year 11 WACE General English, and OLNA or NAPLAN 9 Band 8

C Grades in Year 11 English and Maths or equivalent

Certificate II or Certificate III

Job opportunities



[Office Administrator](#) | [Business Administration Officer](#) | [Secretary Personal Assistant Project Assistant](#) | [Project Administrator](#) | [Receptionist](#) | [Data Entry Operator](#) | [Keyboard Operator](#) | [Word Processing Operator](#)

Other job titles may include:

- Supervisor | Office Supervisor Administrative | Accounts Supervisor
- Administration Assistant | Administration Officer
- Executive Assistant

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

You'll need to get a student ID card to be able to access resources needed for the simulated business environment part of this course.

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2.5 days per week

Please note part-time study classes are run during the day only.

Fees and charges

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.



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Metropolitan**

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Western Australia.*

International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

Please note, fees are subject to change.



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