



# 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

## Semester 1, 2020

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### Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

## Units

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### Elective

National ID	Unit Title
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBCMM401	Make a presentation
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
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

View our [Indicative Fees list](#)

### 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.

### International Students

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



**North  
Metropolitan**

*We're working for  
Western Australia.*

to TIWA.

**Please note, fees are subject to change.**



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