



# Certificate IV in Business

State ID: AVV9

## About this course

### Gain a strong foundation in current business trends

Study the Certificate IV in Business and you will gain skills in the **latest business technologies, managing customer needs** and feedback, **developing and promoting products and services** and working as part of a team. You will also **acquire valuable experience in making presentations** to groups and building relationships with colleagues and external stakeholders and networks.

On completion you can continue your studies with the Diploma of Business.

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

### Gain these skills

- Provide solutions to business problems
- Analyse and evaluate information from a variety of business sectors
- Write complex documents
- Play a supporting role in the recruitment of staff

### Is this course right for me?

I have the following attributes:


- Would like to extend verbal and written communication skills
- A desire to develop attention to detail, planning and organisational skills
- Keen to develop decision-making and problem-solving skills
- Able to relate to people from a range of cultures

## Details

## Semester 1, 2020

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### Joondalup (Kendrew Crescent) - On Campus

 Duration: **1 Semester/s**

 When: **Semester 1, 2020**

 How: **On campus**

## Units

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### Core

National ID	Unit Title
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

### Elective

National ID	Unit Title
BSBADM407	Administer projects
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBLDR403	Lead team effectiveness
BSBMKG413	Promote products and services
BSBRES411	Analyse and present research information
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWOR404	Develop work priorities
BSBWRT401	Write complex documents

## Entrance requirements

School Leaver

Non-School Leaver

AQF

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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



[General Clerk | Clerical Officer](#)

Job titles may include:

- Office Administrator

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

## Important information

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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