



BSB40215 Certificate IV in Business

National ID: BSB40215 | 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


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

Joondalup (Kendrew Crescent) - On Campus

 Duration: **1 Semester/s**

 When: **Semester 2, 2020**

 How: **On campus**

Units

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
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

Further study

North Metropolitan TAFE offers you a range of further study opportunities, see below for a list of related courses.

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

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.

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.