



BSB40515 Certificate IV in Business Administration

National ID: BSB40515 | State ID: AVS9

About this course

This qualification will further develop your practical skills and knowledge of advanced office administrative procedures. You will learn to manage office administration staff in a wide variety of administrative contexts. You will also learn how to produce complex documents, prepare financial reports, organise meetings and complex travel schedules. There is a broad elective selection from which to choose your speciality or area of interest.

Study modes and durations differ depending on your local campus. Please check with your local campus for more information.

Overview

Semester 1, 2020

Manjimup - Full Time, Part Time, Flexible, Workshops, Traineeship



Duration: **2 Semester/s**



When: **Semester 1, 2020**



How:

F
Full-Time
Part-Time
Online
Traineeship
Workplace
Workshops
Flexible

Units

Not all units and study modes are offered at all campuses. Please check with your local campus.

Elective

National ID	Unit Title
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBADM409	Coordinate business resources
BSBCUS402	Address customer needs
BSBINM401	Implement workplace information system
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBRSK401	Identify risk and apply risk management processes
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

Study pathway

Diploma of Business Administration or a range of other Diploma qualifications

Job opportunities

Successful completion of this qualification provides you with the opportunity to become an accounts supervisor, executive personal assistant, office administrator or project assistant.

Fees and charges

Please contact the college to receive an indicative price for this course.

South Regional TAFE's indicative fees for 2019 are available at the link:

www.southregionaltafe.wa.edu.au/futurestudents/feespaymentoptions

These fees are indicative for local students enrolling full-time in government funded courses in 2017. Your fees will be calculated from your individual circumstances at the time of enrolment.

Concessions (for eligible courses at certificate levels I to IV) and annual course fee caps may apply. Other charges may apply.

VET Student Loan

Students in Diploma qualifications and above may be assisted through a loan under the Commonwealth Government's VET Student Loan scheme. Only an Australian citizen, a permanent humanitarian visa holder and resident in Australia, or a New Zealand Special Visa 444 student who can also provide evidence of a WACE Certificate (completion of Year 12) or equivalent can apply for a loan. For more information please see <http://studyassist.gov.au/sites/StudyAssist/> (Opens in a new window)

For information on the VET Student Loan process at South Regional TAFE please see

<http://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans>

International students



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Regional**

*We're working for
Western Australia.*

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time. For information on international student fees and application, please follow this link to the TAFE International WA website www.tafeinternational.wa.edu.au/courses

Please note, fees are subject to change.



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