



BSB40515 Certificate IV in Business Administration

National ID: BSB40515 | State ID: AVS9

About this course

Gain the organisational skills to thrive in an active marketplace.

The Certificate IV in Business Administration further develops students' practical skills and knowledge of advanced office administrative procedures. Participants will learn how to manage office administration staff in a wide variety of administrative contexts.

Participants will learn how to:

- Produce complex documents
- Prepare financial reports
- Organise meetings
- Arrange complex travel schedules

There is a broad elective selection from which to choose specialty units or areas of interest.

This course is available at other campus locations upon request.

Overview

Available all year, 2019

Broome Campus - Qualification details


-  Duration: **1 Year**
-  When: **Available all year**
-  How: **Face-to-face classroom delivery**
Face-to-face classroom/campus delivery
On the job/on location
Online learning - flexible/self-paced
Part-time

Study pathway

 [Diploma of Business Administration](#)

 [Diploma of Business](#)

Job opportunities

 [Personal assistant](#)

Other job titles may include:

- Accounts supervisor
- Office administrator
- Project assistant

Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time

of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.

Please note, fees are subject to change.