



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, 2020

Qualification details

-  Duration: **1 Year**
-  Where: **Available at all campuses**
-  When: **Available all year**
-  How: **Distance learning**

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

Elective

National ID	Unit Title
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBINN301	Promote innovation in a team environment
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets

National ID	Unit Title
BSBITU404	Produce complex desktop published documents
BSBMKG413	Promote products and services
BSBRSK401	Identify risk and apply risk management processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRT401	Write complex documents

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

[Click here to view North Regional TAFE's 2020 indicative fees.](#) These fees are indicative for local students enrolling



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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](#).

Please note, fees are subject to change.



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