## School of Business and Law

### BSB40515 Certificate IV in Business Administration

#### Study Plan – 2019 Onwards

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Type</th>
<th>Credit/RPL</th>
<th>Passed/Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBWOR404</td>
<td>Develop Work Priorities</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BSBADM405</td>
<td>Organise Meetings</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>BSBADM406</td>
<td>Organise Business Travel</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>BSBITU401</td>
<td>Design and Develop Complex Text Documents</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>BSBITU402</td>
<td>Develop and use Complex Spreadsheets</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>BSBWRT401</td>
<td>Write Complex Documents</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>BSBADM407</td>
<td>Administer Projects</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>BSBADM409</td>
<td>Coordinate Business Resources</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>BSBCUS402</td>
<td>Address Customer Needs</td>
<td>Core Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>BSBREL401</td>
<td>Establish Networks</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Units: 10**

✓ Completed

---

**Important Note:** This Study Plan has no formal or legal status but is used to assist students in planning their course. Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements. Last Updated: 10/01/2019
MORE DETAILS:

To satisfy the requirements for the award of BSB40515 Certificate IV in Business Administration students must complete 10 units.

Study Mode/Recommended Study Schedule

This course is offered by Online delivery with intakes in January, February, March, April, May, June, July, August, September, October, November and December.

Please refer to the More Details tab of your course page in the CQU Handbook for further information.

Course Structure Requirements

In the BSB40515 Certificate IV in Business Administration course, students are required to complete the following course structure:

- 5 Core Units
- 5 Elective Units

Course Duration

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12 months</td>
</tr>
<tr>
<td>Part Time</td>
<td>18 months</td>
</tr>
</tbody>
</table>

Student Outcomes, Career Opportunities and Occupations

Career possibilities may include:

Administration supervisor
Executive personal assistant
Office administrator
Project administrator

Credit Transfer & Recognition of Prior Learning

Credit Transfer: Please refer all enquiries regarding credit transfer for your previous studies to your teacher.

Recognition of Prior Learning (RPL): If you would like to apply for RPL for your on-the-job experience, you can request an RPL kit by emailing rpl@cqu.edu.au.

If you have any questions in regard to your course, please contact the Course Advice Team:

Important Note: This Study Plan has no formal or legal status but is used to assist students in planning their course. Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements. Last Updated: 10/01/2019
Important Note: This Study Plan has no formal or legal status but is used to assist students in planning their course. Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements. Last Updated: 10/01/2019

PLEASE CHECK THE CQU HANDBOOK FOR TERM AVAILABILITIES AND PRE-REQUISITES AS THEY MAY CHANGE FROM YEAR TO YEAR http://handbook.cqu.edu.au