

COURSE CODE

**BSB40515**

COURSE

## **Certificate IV in Business Administration**

**ENROL TODAY**

**TAFENSW.EDU.AU or 131 601**

### **WHY CHOOSE TAFE NSW?**



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

# Certificate IV in Business Administration

National Course Code: BSB40515 | TAFE NSW Code: BSB40515-01V04-19CBB-001

Qualification Level	Certificate IV
Study Type	Blended
Course Start Date	Anytime
Hours Per Week	3
Duration	1 Year
Delivery Locations	Coonabarabran Campus
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$1,580.00            Second Qualification: \$1,850.00            Traineeship: \$1,000.00            Concession: \$240.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$5,850.00</p>
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

## Course Description

This qualification is suited to a range of individuals who use well developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources.

They may provide leadership and guidance to others.

### Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## Fee Details

Depending on your previous qualifications and experience your fee may decrease from the maximum shown.

Payment by instalment may also be available. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

This is a fully subsidised course for eligible students.? Contact us to check your eligibility.

# Units

BSBCUS402	Address customer needs
BSBRES401	Analyse and present research information
BSBCUS401	Coordinate implementation of customer service strategies
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBLED401	Develop teams and individuals
BSBWOR404	Develop work priorities
BSBADM406	Organise business travel
BSBADM405	Organise meetings
BSBWRT401	Write complex documents

## Entry Requirements

There are no entry requirements for this qualification

## Information Sessions and more about the course

The earliest start date for this course will be 04/02/2019.

Flexible learning is ideal for those with employment or who live in a remote area. You will be able to access your teacher via email, telephone or face to face at Coonabarabran Campus by appointment. To complete this qualification within the enrolment timeframe, students must work in line with a pre-planned study schedule.

## Attendance

Optional 3 hour weekly face to face teacher support session each Monday from 5.30-8.30pm. To complete this course within designated timeframes you will be required to complete an additional 6 hours per week at home.

## How to Enrol

Please contact the TAFE West Region Hotline on 131601.

## Career Opportunities

Executive Assistant; Strata Managing Agent; Business Administration Officer; Accounts Supervisor

Information as of 17 Jul 2019