

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: BSB40515-01V05-19BKS-377

Qualification Level	Certificate IV
Study Type	PT Evening
Course Start Date	23 Jul 2019
Hours Per Week	8
Duration	1 Semester
Delivery Locations	Bankstown College
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: \$5,980.00</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.

A fee applies for most TAFE NSW courses and must be paid when you enrol. The amount you pay depends on the type of course you study, and on your personal circumstances. An initial payment of \$80 is required to confirm your enrolment into this course. If you do not wish to continue with your enrolment, you must formally advise Customer Service of your withdrawal. If you do not withdraw prior to

the first date of the course, this initial payment is non-refundable. Please contact us on 13 7974 for further information.

Please click on the Smart and Skilled link

[http://www.training.nsw.gov.au/smartandskilled/prices\\_fees.html](http://www.training.nsw.gov.au/smartandskilled/prices_fees.html) to work out what you will pay for this course based on your personal circumstances. Depending on your personal circumstances, you may be eligible for a fee discount or fee exemption.

## Units

BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBITU314	Design and produce spreadsheets
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBMGT401	Show leadership in the workplace
BSBWRT401	Write complex documents

## Entry Requirements

There are no entry requirements for this qualification

## Information Sessions and more about the course

The Certificate IV in Business Administration builds your Microsoft Word; Excel; Publisher and Power Point skills so that students are proficient with all Microsoft packages.

This course also trains students to become Office Supervisors; Junior Managers; or a Personal Assistant to executives. The employment prospects for successful students are very good.

If you have any further questions, please contact us on 13 79 74.

## Attendance

Proposed Attendance: Tuesdays and Thursdays from 6:00pm to 9:00pm, 8 hours per week for 18 weeks [1 Semester]

## How to Enrol

To proceed with your application and to determine your eligibility and course fee, select the Enrol Now button below. Alternatively go to TAFE NSW Bankstown or contact us on 13 79 74. For more information about Smart and Skilled courses, student fees and eligibility please go to: <https://smartandskilled.nsw.gov.au/for-students>.

The Commonwealth requires all VET students to have a Unique Student Identifier (USI), and access to government subsidised courses depends on this. Information regarding USI and instructions on how to get your USI are available here [www.usi.gov.au](http://www.usi.gov.au). When you have it, keep it with your other personal details so you will have it at enrolment.

## Career Opportunities

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