



TAFE NSW

CERTIFICATE IV IN BUSINESS (OPERATIONS)

COURSE CODE:

BSB40120

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.

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COURSE CODE

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QUALIFICATION

Certificate IV in Business (Operations)

TRAINING PACKAGE ENTRY REQUIREMENTS:**ENTRY REQUIREMENTS**

There are no entry requirements for this qualification. You can enrol now.

Traineeship

TAFE NSW also offers the Certificate IV in Business (Operations) as a traineeship. To be eligible to enrol as a trainee you must:

- Be employed in the business industry as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, we recommend that you have:

- Completed your Higher School Certificate or equivalent level of study OR
- Completed a Certificate III in Business OR
- Approximately 2 years' relevant work experience in the industry
- Confidence in creating and managing multiple files across the Microsoft Office suite, such as combining information using Excel spreadsheets and Word documents
- Keyboard skills
- Time management and organisational skills

If you need help preparing for study, contact us about your options.



- **Traineeship Allowed**
- **On campus, Combination, Virtual classroom on campus, Virtual classroom off campus**
- **Full Time, Part Time**

OVERVIEW

The nationally recognised Certificate IV in Business (Operations) teaches you invaluable business operations skills to support the smooth-running of a range of organisations as an office manager, office administrator and more.

LEARN NEW SKILLS

Through a mix of theory and practical coursework, learn how to:

- Produce complex business documents
- Coordinate business operational plans
- Manage risk in an organisation
- Using the Microsoft Office suite and other popular software packages
- Conduct and present research to inform successful business decisions

DEVELOP YOUR TALENT

Develop the qualities you need to get ahead:

- Great personal organisational
- Problem-solving skills

- Collaborative working style
- Keen eye for detail
- Confident communication and strong interpersonal skills

ACHIEVE YOUR GOALS

Completing this course provides you with:

- A nationally recognised Certificate IV qualification
- A strong pathway to continue your study and enhance your career opportunities

Career opportunities:

- Small business office manager
- Small business supervisor
- Warehouse supervisor
- Office administrator

GROW YOUR CAREER

Take your education and career further:

- Diploma of Business (Operations)
- Bachelor of Business with TAFE NSW Degrees

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Any Location	Part Time, Virtual classroom off campus	18 Jul 2022	1 year	\$1,850.00	6
Any Location	Full Time, Virtual classroom off campus	19 Jul 2022	18 weeks	\$1,850.00	12
Any location	Part Time, Combination	18 Jul 2022	1 year	\$1,850.00	6
Any location	Part Time, Combination	18 Jul 2022	36 weeks	\$1,850.00	6
Ballina	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Belmont	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Belmont	Part Time, Virtual	31 Jan 2022	36 weeks	\$1,850.00	6

	classroom off campus				
Casino	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Casino	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Cessnock	Part Time, Virtual classroom on campus	31 Jan 2022	36 weeks	\$1,850.00	12
Coffs Harbour	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Coffs Harbour	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Glendale	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Gosford	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Gosford	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Grafton	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Grafton	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Great Lakes	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12

Great Lakes	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
GyMEA	Part Time, Virtual classroom on campus	27 Apr 2022	36 weeks	\$1,850.00	6
GyMEA	Part Time, Combination	18 Jul 2022	36 weeks	\$1,850.00	6
GyMEA	Part Time, Virtual classroom off campus	07 Feb 2022	38 weeks	\$1,850.00	6
Hornsby	Part Time, Virtual classroom on campus	27 Apr 2022	36 weeks	\$1,850.00	6
Hornsby	Part Time, Combination	18 Jul 2022	36 weeks	\$1,850.00	6
Hornsby	Full Time, Combination	07 Feb 2022	18 weeks	\$1,850.00	20
Hornsby	Part Time, Virtual classroom off campus	07 Feb 2022	38 weeks	\$1,850.00	6
Hornsby	Part Time, Combination	07 Feb 2022	36 weeks	\$1,850.00	10
Kempsey	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Kingscliff	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Lismore	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Lismore	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Macksville	Full Time,	08 Feb 2022	18 weeks	\$1,850.00	12

	Virtual classroom off campus				
Macksville	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Maclean	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Maclean	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Maitland	Part Time, Virtual classroom on campus	31 Jan 2022	36 weeks	\$1,850.00	12
Meadowbank	Part Time, Virtual classroom on campus	27 Apr 2022	36 weeks	\$1,850.00	6
Meadowbank	Part Time, Combination	18 Jul 2022	36 weeks	\$1,850.00	6
Meadowbank	Full Time, Combination	07 Feb 2022	18 weeks	\$1,850.00	20
Meadowbank	Part Time, Virtual classroom off campus	07 Feb 2022	36 weeks	\$1,850.00	6
Meadowbank	Part Time, Combination	07 Feb 2022	36 weeks	\$1,850.00	10
Murwillumbah Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	1 year	\$1,850.00	6
Murwillumbah Connected Learning Centre	Part Time, Virtual classroom on campus	08 Feb 2022	18 weeks	\$1,850.00	31.5
Muswellbrook Connected Learning Centre	Part Time, Virtual classroom on campus	31 Jan 2022	36 weeks	\$1,850.00	12

Nambucca Heads Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	1 year	\$1,850.00	6
Nambucca Heads Connected Learning Centre	Part Time, Virtual classroom on campus	08 Feb 2022	18 weeks	\$1,850.00	31.5
Newcastle	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Northern Beaches	Part Time, Virtual classroom on campus	27 Apr 2022	36 weeks	\$1,850.00	6
Northern Beaches	Part Time, Combination	18 Jul 2022	36 weeks	\$1,850.00	6
Northern Beaches	Full Time, Combination	07 Feb 2022	18 weeks	\$1,850.00	20
Northern Beaches	Part Time, Virtual classroom off campus	07 Feb 2022	38 weeks	\$1,850.00	6
Northern Beaches	Part Time, Combination	07 Feb 2022	36 weeks	\$1,850.00	10
Ourimbah	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Ourimbah	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Port Macquarie	Part Time, Combination	18 Jul 2022	Enquire	\$1,850.00	6
Port Macquarie	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Port Macquarie	Part Time, Virtual classroom off campus	31 Jan 2022	37 weeks	\$1,850.00	6
Port Macquarie	Part Time, On	31 Jan 2022	36 weeks	\$1,850.00	6

	campus				
Scone Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	1 year	\$1,850.00	6
Scone Connected Learning Centre	Part Time, Virtual classroom on campus	08 Feb 2022	18 weeks	\$1,850.00	31.5
Singleton Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	1 year	\$1,850.00	6
Singleton Connected Learning Centre	Part Time, Virtual classroom on campus	08 Feb 2022	18 weeks	\$1,850.00	31.5
Singleton Connected Learning Centre	Part Time, Virtual classroom on campus	31 Jan 2022	36 weeks	\$1,850.00	12
St George	Part Time, Virtual classroom on campus	27 Apr 2022	36 weeks	\$1,850.00	6
St George	Part Time, Combination	18 Jul 2022	36 weeks	\$1,850.00	6
St George	Part Time, Virtual classroom off campus	07 Feb 2022	38 weeks	\$1,850.00	6
St Leonards	Part Time, Virtual classroom on campus	27 Apr 2022	36 weeks	\$1,850.00	6
St Leonards	Part Time, Combination	18 Jul 2022	36 weeks	\$1,850.00	6
St Leonards	Full Time, Combination	07 Feb 2022	18 weeks	\$1,850.00	20
St Leonards	Part Time, Virtual classroom off campus	07 Feb 2022	38 weeks	\$1,850.00	6
St Leonards	Part Time, Combination	07 Feb 2022	36 weeks	\$1,850.00	10

Taree	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Taree	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Tomaree Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	1 year	\$1,850.00	6
Tomaree Connected Learning Centre	Part Time, Virtual classroom on campus	08 Feb 2022	18 weeks	\$1,850.00	31.5
Ultimo	Part Time, Virtual classroom on campus	27 Apr 2022	36 weeks	\$1,850.00	6
Ultimo	Part Time, Combination	18 Jul 2022	36 weeks	\$1,850.00	6
Ultimo	Part Time, Virtual classroom off campus	07 Feb 2022	38 weeks	\$1,850.00	6
Wauchope	Full Time, Virtual classroom off campus	08 Feb 2022	18 weeks	\$1,850.00	12
Wauchope	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Wollongbar	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Wyong	Part Time, Virtual classroom off campus	31 Jan 2022	36 weeks	\$1,850.00	6
Yamba Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	1 year	\$1,850.00	6

Yamba Connected Learning Centre	Part Time, Virtual classroom on campus	08 Feb 2022	18 weeks	\$1,850.00	31.5
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