



COURSE CODE:

**BSB40215**

## 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.

**ENROL TODAY**  
**TAFENSW.EDU.AU**  
**131 601**

**BE AMBITIOUS**

**COURSE CODE**

BSB40215

**QUALIFICATION**

Certificate IV in Business

**CAREER AREA**

Business and Management

**TRAINING PACKAGE ENTRY REQUIREMENTS:**

There are no entry requirements for this qualification



- **Traineeship Allowed**
- **Blended, Full Time, Part Time, Part Time Evening, PT Connected**

**OVERVIEW**

The Certificate IV in Business offers an excellent pathway into the complex and dynamic world of business.

This is a fully government-subsidised JobTrainer course. Eligibility criteria applies.

This nationally recognised qualification is designed to provide a solid grounding in the unique needs of business and corporate environments.

You will learn about:

- Implementing WHS policies
- Financial reporting
- Desktop publishing
- Developing and using complex spreadsheets
- How to make dynamic presentations
- Analysing and evaluating information
- Problem solving
- Basic leadership skills

The Certificate IV in Business is ideal if your career requires broad business knowledge, including administration and basic project skills. Plus, upon completion, you will be able to seek new job opportunities across many business sectors.

This course offers flexible delivery options and allows for Australian Traineeships.

| CAMPUS                     | STUDY MODE   | START DATE  | DURATION | MAX FEE IF ELIGIBLE FOR SUBSIDY | HOURS PER WEEK |
|----------------------------|--------------|-------------|----------|---------------------------------|----------------|
| TAFE Digital               | Online       | Anytime     | 1 Year   | \$1,850.00                      | 17             |
| TAFE Digital (Traineeship) | Online       | 08 Mar 2021 | 2 Years  | \$1,850.00                      | 9              |
| Albury                     | PT Connected | Anytime     | 36 Weeks | \$1,850.00                      | 15             |
| Bega                       | PT           | Anytime     | 36 Weeks | \$1,850.00                      | 15             |

|   |                 |             |          |            |      |
|---|-----------------|-------------|----------|------------|------|
|   | Connected       |             |          |            |      |
| Cooma   | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Coonabarabran<br>Connected Learning<br>Centre | Part Time       | 01 Feb 2021 | 36 Weeks | \$1,850.00 | 14.9 |
| Coonamble                                     | PT Evening      | 01 Feb 2021 | 36 Weeks | \$1,850.00 | 14.9 |
| Coonamble                                     | Part Time       | 01 Feb 2021 | 36 Weeks | \$1,850.00 | 14.9 |
| Cootamundra                                   | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Corowa  | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Deniliquin                                    | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Finley  | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Goulburn                                      | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Griffith                                      | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Gunnedah                                      | PT Evening      | 01 Feb 2021 | 36 Weeks | \$1,850.00 | 14.9 |
| Gunnedah                                      | Part Time       | 01 Feb 2021 | 36 Weeks | \$1,850.00 | 14.9 |
| Hay   | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Leeton  | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Lightning Ridge                               | PT Evening      | 01 Feb 2021 | 36 Weeks | \$1,850.00 | 14.9 |
| Lightning Ridge                               | Part Time       | 01 Feb 2021 | 36 Weeks | \$1,850.00 | 14.9 |
| Meadowbank                                    | Full Time       | 08 Feb 2021 | 17 Weeks | \$1,850.00 | 32   |
| Meadowbank                                    | PT Evening      | 08 Feb 2021 | 34 Weeks | \$1,850.00 | 15.5 |
| Moruya  | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Moss Vale                                     | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Narrandera                                    | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |
| Newcastle                                     | Full Time       | 02 Feb 2021 | 18 Weeks | \$1,850.00 | 31.1 |
| Northern Beaches                              | PT Evening      | 08 Feb 2021 | 34 Weeks | \$1,850.00 | 15   |
| Nowra   | PT<br>Connected | Anytime     | 36 Weeks | \$1,850.00 | 15   |

|   |                 |             |           |            |      |
|---|-----------------|-------------|-----------|------------|------|
| Queanbeyan                                | PT<br>Connected | Anytime     | 36 Weeks  | \$1,850.00 | 15   |
| Quirindi Connected Learning Centre        | PT Evening      | 01 Feb 2021 | 36 Weeks  | \$1,850.00 | 14.9 |
| Quirindi Connected Learning Centre        | PT Evening      | 01 Feb 2021 | 36 Weeks  | \$1,850.00 | 14.9 |
| Quirindi Connected Learning Centre        | Part Time       | 01 Feb 2021 | 36 Weeks  | \$1,850.00 | 14.9 |
| Richmond                                  | PT Evening      | 19 Apr 2021 | 36 Weeks  | \$1,850.00 | 11.8 |
| Shellharbour                              | PT<br>Connected | Anytime     | 36 Weeks  | \$1,850.00 | 15   |
| St George                                 | Full Time       | 09 Mar 2021 | 17 Weeks  | \$1,850.00 | 26   |
| St Leonards                               | PT Evening      | 08 Feb 2021 | 34 Weeks  | \$1,850.00 | 12   |
| Tamworth                                  | PT Evening      | 01 Feb 2021 | 36 Weeks  | \$1,850.00 | 14.9 |
| Tamworth                                  | Part Time       | 01 Feb 2021 | 36 Weeks  | \$1,850.00 | 14.9 |
| Temora                                    | PT<br>Connected | Anytime     | 36 Weeks  | \$1,850.00 | 15   |
| Tumut                                     | PT<br>Connected | Anytime     | 36 Weeks  | \$1,850.00 | 15   |
| Ulladulla                                 | PT<br>Connected | Anytime     | 36 Weeks  | \$1,850.00 | 15   |
| Ultimo                                    | Full Time       | 10 Feb 2021 | 18 Weeks  | \$1,850.00 | 28.5 |
| Ultimo (Fast Track)                       | Full Time       | 06 Apr 2021 | 11 Weeks  | \$1,850.00 | 49   |
| Wagga Wagga                               | PT<br>Connected | Anytime     | 36 Weeks  | \$1,850.00 | 15   |
| Walgett                                   | PT Evening      | 01 Feb 2021 | 36 Weeks  | \$1,850.00 | 14.9 |
| Walgett                                   | Part Time       | 01 Feb 2021 | 36 Weeks  | \$1,850.00 | 14.9 |
| West Wyalong                              | PT<br>Connected | Anytime     | 36 Weeks  | \$1,850.00 | 15   |
| Western NSW multiple locations: Connected | Blended         | Anytime     | 18 Months | \$1,850.00 | 7.6  |
| Wollongong                                | PT<br>Connected | Anytime     | 36 Weeks  | \$1,850.00 | 15   |
| Yass                                      | PT<br>Connected | Anytime     | 36 Weeks  | \$1,850.00 | 15   |
| Young                                     | PT<br>Connected | Anytime     | 36 Weeks  | \$1,850.00 | 15   |