

# CERTIFICATE IV IN BUSINESS ADMINISTRATION



COURSE CODE:

**BSB40515**

## 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**

BSB40515

**QUALIFICATION**

Certificate IV in Business Administration

**CAREER AREA**

Business and Management

**TRAINING PACKAGE ENTRY REQUIREMENTS:****TRAINING PACKAGE REQUIREMENTS**

TAFE NSW offers the Certificate IV in Business Administration as either a traineeship or non-traineeship, so you can create the career you want.

**Non-traineeship**

There are no entry requirements for non-trainees. You can enrol in this course now.

**Traineeship**

To be eligible for this course you must:

- Be in relevant employment 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, it is recommended that you have:

- Some experience working in an administrative role in an office environment
- Some experience with different computer software like Microsoft Word
- Typing skills
- Time management and organisational skills

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

NATIONALLY RECOGNISED  
TRAINING

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

**CAREER****OPPORTUNITIES**

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

**OVERVIEW**

The nationally recognised Certificate IV in Business Administration will teach you how to be an indispensable part of any team. Learn valuable skills you can take into roles like Executive Assistant and Administration Officer and work in a number of exciting industries including technology, finance, advertising, travel and education.

**LEARN NEW SKILLS**

Through theoretical and practical course work, you will learn how to:

- Use different software packages - including Microsoft Office suite
- Write complex business documents
- Arrange meetings and business travel
- Oversee projects

**DEVELOP YOUR TALENT**

Develop the personal qualities needed to get ahead fast:

- Organisational ability
- Problem solving skills
- Collaborative working style
- Keen eye for detail
- Confident communication and strong interpersonal skills

## ACHIEVE YOUR GOALS

Success in this course provides you with:

- A nationally recognised Certificate IV qualification
- A strong foundation to continue your business administration study

## Career opportunities:

- Executive Assistant
- Personal Assistant
- Project Assistant
- Office Administrator
- Administration Officer (Local Government)

## GROW YOUR CAREER

Take your education and career further:

- Diploma of Business Administration
- Diploma of Business
- Bachelor in Business with TAFE NSW Degrees

## INDUSTRY DEMAND

Administrative assistants and support workers are employed in practically every industry, including schools, hospitals, government agencies, legal offices, digital and media agencies and more. This is a career choice with endless opportunities for employment and professional growth. The projected employment growth in Australia for this type of role over the five years to 2023, is 6.6%.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
TAFE Digital	Online	Anytime	1 Year	\$1,850.00	35
TAFE Digital (Traineeship)	Online	01 Jan 2021	1 Year	\$1,850.00	35
Albury	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Albury	PT Evening	Anytime	36 Weeks	\$1,850.00	11
Albury	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Armidale	Blended	Anytime	36 Weeks	\$1,850.00	11.3
Ballina	Part Time	Anytime	36 Weeks	\$1,850.00	11.3

	Day				
Baulkham Hills	Full Time	02 Feb 2021	18 Weeks	\$1,850.00	20.3
Baulkham Hills	PT Evening	08 Feb 2021	36 Weeks	\$1,850.00	17.9
Bega	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Bega	Part Time Day	11 Feb 2021	36 Weeks	\$1,850.00	14
Belmont	Blended	01 Feb 2021	18 Weeks	\$1,850.00	24.6
Belmont	PT Evening	02 Feb 2021	36 Weeks	\$1,850.00	11.8
Blacktown	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	20.3
Blacktown	PT Evening	02 Feb 2021	36 Weeks	\$1,850.00	17.9
Blue Mountains, Wentworth Falls	Full Time	02 Feb 2021	18 Weeks	\$1,850.00	20.3
Casino	PT Evening	Anytime	36 Weeks	\$1,850.00	11.3
Casino	Part Time Day	Anytime	36 Weeks	\$1,850.00	11.3
Cessnock	PT Evening	08 Feb 2021	36 Weeks	\$1,850.00	11.5
Coffs Harbour	Full Time	Anytime	18 Weeks	\$1,850.00	22
Cooma	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Cooma	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Coonabarabran Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,850.00	14.1
Coonamble	Blended	Anytime	36 Weeks	\$1,850.00	14.1
Cootamundra	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Cootamundra	Part Time Day	08 Feb 2021	36 Weeks	\$1,850.00	14
Corowa	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Corowa Connected Learning Centre	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Deniliquin	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Deniliquin Connected Learning Centre	PT Evening	Anytime	36 Weeks	\$1,850.00	11
Deniliquin Connected Learning Centre	Part Time Day	Anytime	36 Weeks	\$1,850.00	14

Finley	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Finley	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Glendale	Full Time	02 Feb 2021	18 Weeks	\$1,850.00	26.1
Gosford	FT Connected	01 Feb 2021	18 Weeks	\$1,850.00	28.3
Goulburn	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Goulburn	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Grafton	FT Connected	08 Feb 2021	18 Weeks	\$1,850.00	28.2
Grafton	Blended	Anytime	36 Weeks	\$1,850.00	11.3
Great Lakes	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	28.2
Griffith	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Griffith	PT Evening	Anytime	36 Weeks	\$1,850.00	11
Griffith	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Gunnedah	Blended	Anytime	36 Weeks	\$1,850.00	14.1
Gynea	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	26
Gynea	PT Evening	01 Feb 2021	36 Weeks	\$1,850.00	13
Gynea	Part Time Day	01 Feb 2021	36 Weeks	\$1,850.00	13
Gynea (Traineeship)	Part Time Day	01 Feb 2021	36 Weeks	\$1,850.00	13
Hay	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Hornsby	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	26
Hornsby	PTE Connected	01 Feb 2021	36 Weeks	\$1,850.00	14
Inverell	Blended	Anytime	36 Weeks	\$1,850.00	11.3
Kingscliff	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	27.8
Leeton	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Leeton	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Lightning Ridge	Blended	Anytime	36 Weeks	\$1,850.00	14.1
Lismore	PT Evening	Anytime	36 Weeks	\$1,850.00	11.3

Lismore	Part Time Day	Anytime	36 Weeks	\$1,850.00	11.3
Maitland	PT Evening	08 Feb 2021	36 Weeks	\$1,850.00	11.5
Meadowbank	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	26
Meadowbank	PTE Connected	01 Feb 2021	36 Weeks	\$1,850.00	14
Moree	Blended	Anytime	36 Weeks	\$1,850.00	11.3
Moruya	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Moruya	Part Time Day	11 Feb 2021	36 Weeks	\$1,850.00	14
Moss Vale	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Moss Vale	Part Time Day	09 Feb 2021	36 Weeks	\$1,850.00	14
Mount Druitt	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	27.8
Mount Druitt	PT Evening	01 Feb 2021	36 Weeks	\$1,850.00	14
Muswellbrook	PT Evening	08 Feb 2021	36 Weeks	\$1,850.00	11.5
Narrabri	Blended	Anytime	36 Weeks	\$1,850.00	11.3
Narrandera	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Narrandera	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Nepean, Kingswood	PT Evening	01 Feb 2021	36 Weeks	\$1,850.00	14
Newcastle	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	21.6
Newcastle	PT Evening	01 Feb 2021	36 Weeks	\$1,850.00	11.8
Northern Beaches	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	26
Northern Beaches	PTE Connected	01 Feb 2021	36 Weeks	\$1,850.00	14
Nowra	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Nowra	Part Time Day	11 Feb 2021	36 Weeks	\$1,850.00	14
Queanbeyan	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Queanbeyan	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Quirindi Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,850.00	14.1
Richmond	Full Time	20 Apr 2021	18 Weeks	\$1,850.00	32

Richmond	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	32
Shellharbour	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Shellharbour	PT Evening	08 Feb 2021	36 Weeks	\$1,850.00	11
Singleton	PT Evening	08 Feb 2021	36 Weeks	\$1,850.00	11.5
St Leonards	PT Evening	01 Feb 2021	36 Weeks	\$1,850.00	14
Tamworth	Blended	Anytime	36 Weeks	\$1,850.00	14.1
Taree	Full Time	01 Feb 2021	18 Weeks	\$1,850.00	28.2
Temora	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Temora	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Tomaree	Full Time	02 Feb 2021	18 Weeks	\$1,850.00	26.1
Tumut	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Tumut	Part Time Day	08 Feb 2021	36 Weeks	\$1,850.00	14
Ulladulla	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Ulladulla	Part Time Day	11 Feb 2021	36 Weeks	\$1,850.00	14
Ultimo	PT Evening	01 Feb 2021	34 Weeks	\$1,850.00	15
Ultimo	Full Time	02 Feb 2021	17 Weeks	\$1,850.00	30
Wagga Wagga	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Wagga Wagga	PT Evening	08 Feb 2021	36 Weeks	\$1,850.00	11
Wagga Wagga	Part Time Day	09 Feb 2021	36 Weeks	\$1,850.00	14
Walgett	Blended	Anytime	36 Weeks	\$1,850.00	14.1
West Wyalong	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
West Wyalong	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Western NSW multiple locations: Connected	Blended	Anytime	18 Months	\$1,850.00	7.6
Wollongong	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Wollongong	Full Time	08 Feb 2021	18 Weeks	\$1,850.00	28
Wollongong	PT Evening	08 Feb 2021	36 Weeks	\$1,850.00	11
Wyong	FT	01 Feb 2021	18 Weeks	\$1,850.00	28.3

	Connected				
Yamba	FT Connected	08 Feb 2021	18 Weeks	\$1,850.00	28.2
Yass	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Yass	Part Time Day	Anytime	36 Weeks	\$1,850.00	14
Young	PT Connected	Anytime	36 Weeks	\$1,850.00	11.5
Young	PT Evening	08 Feb 2021	36 Weeks	\$1,850.00	11
Young	Part Time Day	09 Feb 2021	36 Weeks	\$1,850.00	14