Certificate IV in Business Administration
Course Code: BSB40515R1-01V01 | Nationally Recognised Training

BUSINESS ONLINE

An all round course providing you with administrative and business knowledge and skills. You will be able to practice and apply your skills throughout your learning. In order to successfully complete this course, it is highly recommended that you have some work experience, high level oral and written communication skills within an office environment and some experience using office systems.

Course delivery
This online program allows you to complete your Certificate IV Business Administration within a year. Studying online, anywhere, anytime means you can control your own learning at a pace you are comfortable with.

A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

Course structure
This course requires completion of ten (10) units of competency. The units delivered in this course are:

- BSBITU401 Design and develop complex text documents
- BSBITU402 Develop and use complex spreadsheets
- BSBITU404 Produce complex desktop published documents
- BSBWOR301 Organise personal work priorities and development
- BSBADM405 Organise meetings
- BSBADM406 Organise business travel
- BSBCM401 Make a presentation
- BSBMKG413 Promote products and services
- BSBRES401 Analyse and present research information
- BSBSUS301 Implement and monitor environmentally sustainable work practices

Career opportunities
Job roles and titles vary across different industry sectors. Whether you want to work as an accounts supervisor, executive personal assistant or an administrator, this course allows you to learn and apply your skills and knowledge in a flexible way that suits you.
Career pathways

Students who complete this course may continue with a pathway that leads to a Diploma or Advanced Diploma course from the BSB Business Services Training Package. Completion of the Diploma or Advanced Diploma may lead to direct entry into the Australian Catholic University or Macquarie University or you may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at the Northern Sydney Institute’s Crows Nest Campus. For further information about our degree programs go to www.nsi.edu.au/degereeprograms.

Recognition of Prior Learning

TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited towards a course of study. Your online program will provide you with information on assessing your own skills against the qualification.

Assessments

A range of assessment methods are used in this course. These include practical exercises, case studies and reports allowing you to build a portfolio of learning and experience.

How to register

For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4518.

Terms and Conditions

Registration and payment are required to confirm your place and must be received before you commence your online studies. No refunds are given once you are enrolled. However, a substitute may participate in your place. If a course is cancelled you are entitled to a full refund.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at January 2015. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.