HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Upgrade your existing business skills
Further develop an understanding of how a business works, identifying the main functions of a business and how they contribute to organisational objectives in a supervisory capacity.

In increasingly competitive and rapidly changing times the Certificate IV in Business will help individuals develop business skills and a broad knowledge base that can be applied in a variety of industries or as a stepping stone for further studies the Diploma of Business. Students will learn how to monitor a safe workplace, lead work teams, address customer...more online

LOCATION/S
External

DURATION

Course delivery options
WORKLOAD LOCATION DELIVERY
External Recognition of prior learning (RPL)

Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).
tafenorth.edu.au/course/11285

Entry requirements
Direct entry, year 10 or equivalent. If you're under 17 years of age, special enrolment conditions may apply. ...more online

Resources required
No specific resources are required to successfully complete this course. It is recommended that students have access to a reliable internet connection...more online

What are my payment options?
No matter what your circumstances, TAFE Queensland North has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 656 959. We're here to help. Prices are subject to change. ...more online

FULL FEE | $2,100
This is the total cost of the course.

Got a question?
Enquire about your full fee study options

Outcome

ARE YOU READY TO TAKE

Accurate as at 6 December 2017. For the latest information see:
tafenorth.edu.au/course/11285

RTO 0275
CRICOS 03020E
BSB40215 Certificate IV in Business

Job prospects
- Office Administrator
- Customer Service Officer
- Business Administration Manager
- Legal Secretary
- Accounts Clerk
- Clerk/Secretary
- Medical Administrator

Units
Students need to successfully complete 10 units to gain the qualification; 1 core and 9 elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>Core</td>
</tr>
<tr>
<td>BSBINN301</td>
<td>Promote innovation in a team environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITA401</td>
<td>Design databases</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBFAA401</td>
<td>Prepare financial reports</td>
<td>Elective</td>
</tr>
<tr>
<td>BSFIAS301</td>
<td>Maintain financial records</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM405</td>
<td>Organise meetings</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM409</td>
<td>Coordinate business resources</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCM401</td>
<td>Make a presentation</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCUS402</td>
<td>Address customer needs</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
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<tr>
<td>BSBWOR402A</td>
<td>Promote team effectiveness</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR404</td>
<td>Develop work priorities</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBSUS301</td>
<td>Implement and monitor environmentally sustainable work practices</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBLED401</td>
<td>Develop teams and individuals</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG413</td>
<td>Promote products and services</td>
<td>Elective</td>
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<tr>
<td>BSBLF401</td>
<td>Establish networks</td>
<td>Elective</td>
</tr>
<tr>
<td>BSRES401</td>
<td>Analyse and present research information</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Disclaimer
Not all electives available at all campuses

THE NEXT STEP ON YOUR PATH TO GREAT?
Enrol today to secure your spot in this course.

HOW TO ENROL
Enrol now

You're ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and knew which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:
tafenorth.edu.au/study-with-us/enrolment-fees/enrol

Enrolment options
By telephone: 1300 656 959. In person: at any TAFE Queensland North location.

Recognition of prior learning
Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you’re qualified a whole lot sooner.

More info:
tafenorth.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/

Make your future happen
Connect with TAFE on Facebook

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