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

Upgrade your existing business skills

This qualification is for office managers and personal/executive assistants who would like to have their competence in business administration recognised. It reflects the role of individuals who use well developed administrative skills, who may work in a supervisory capacity or with a high level of autonomy and independence.

Certificate IV in Business Administration will recognise individuals business skills and knowledge that is applied in a wide variety of industries or could be used as a stepping stone to complete further studies with the Diploma.

LOCATION/S

External

DURATION

Recognition of prior learning (RPL)

Entry requirements

It is recommended that candidates undertaking this program via Recognition of Prior Learning.

Resources required

No specific resources are required to successfully complete this course.

It is recommended that students have access to a reliable internet connection.

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.

FULL FEE | $2,100

This is the total cost of the course.

Got a question?

Enquire about your full fee study options

Outcome

BSB40515 Certificate IV in Business Administration

Job prospects

Business Administration Manager

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

Accurate as at 6 December 2017. For the latest information see:

tafenorth.edu.au/course/12124

RTO 0275
CRICOS 03020E
### Units

Students need to successfully complete 10 elective units to gain the qualification.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM405</td>
<td>Organise meetings</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBINN301</td>
<td>Promote innovation in a team environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCUS402</td>
<td>Address customer needs</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM406</td>
<td>Organise business travel</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM409</td>
<td>Coordinate business resources</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU404</td>
<td>Produce complex desktop published documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR402A</td>
<td>Promote team effectiveness</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR401A</td>
<td>Establish effective workplace relationships</td>
<td>Elective</td>
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<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBSUS301</td>
<td>Implement and monitor environmentally sustainable work practices</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBREL401</td>
<td>Establish networks</td>
<td>Elective</td>
</tr>
</tbody>
</table>

### Disclaimer

Not all electives available at all campuses.

### 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 know 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:

**Enrolment options**

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

**Make your future happen**

Connect with TAFE on Facebook

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[tafenorth.edu.au/course/12124](http://tafenorth.edu.au/course/12124)