Upgrade your skills

This certification will develop your administrative skills so you can apply solutions to unpredictable problems, analyse and evaluate information, and provide leadership and guidance to others in the workplace. If you have previous office experience or a Certificate III in Business Administration, this qualification will take you to the next level.

Course delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2 units per intake</td>
<td>Online</td>
<td>Online</td>
</tr>
</tbody>
</table>

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

tafebrisbane.edu.au/course/16126

Entry requirements

This qualification has no formal entry criteria however TAFE Queensland Brisbane has the...

more online

Important Information

Study is structured into fixed intakes:

more online

Resources required

Login to the

more online

COSTS

FULL FEE | $3,500

This is the total cost of the course.

Got a question?
Enquire about your full fee study options

Accurate as at 27 September 2017. For the latest information see:
tafebrisbane.edu.au/course/16126

RTO 0275
CRICOS 03020E
If you want to go on to further study at university, TAFE Queensland has a pathway option to get you there. In many cases, completing one of our diplomas will give you a full year of credit towards a degree with one of our partner universities. That means cutting down the amount of time you need to complete your degree, or even enrolling straight into the second year of your university course.

More info: Learn more about University Pathways

Our pathway partners include:

- University of Canberra
- Griffith University
- The University of Queensland
- QUT
- University of Southern Queensland
- Bond University

Articulation options:
- BSB50415 Diploma of Business Administration
- BSB50215 Diploma of Business
- BSB51915 Diploma of Leadership and Management

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Articulation options:
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- BSB50215 Diploma of Business
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Outcome

BSB40515 Certificate IV in Business Administration

Job prospects
- Office Administrator
- Personal Assistant
- Project Administrator
- Team Leader
- Clerk/Secretary
- Data Entry Operator
- Receptionist
- Word Processing Operator

Units

The successful achievement of this qualification requires you to complete 10 elective units. Upon successful completion of all 10 units you will receive a Certificate IV in Business Administration.

It is recommended students enrol into a maximum of two units per intake.

Please complete all units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSSUS401</td>
<td>Implement and monitor environmentally sustainable work practices</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCUS401</td>
<td>Coordinate implementation of customer service strategies</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM405</td>
<td>Organise meetings</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM406</td>
<td>Organise business travel</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWRT401</td>
<td>Write complex documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCM401</td>
<td>Make a presentation</td>
<td>Elective</td>
</tr>
<tr>
<td>BSRES401</td>
<td>Analyse and present research information</td>
<td>Elective</td>
</tr>
</tbody>
</table>

ARE YOU READY TO TAKE 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've:
- 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

All done? Then you're ready to enrol

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.

Make your future happen

Connect with TAFE on Facebook

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RTO 0275
CRICOS 03020E
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Disclaimer**

Not all electives available at all campuses

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