

BSB40515
Certificate IV in Business Administration - Online



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

- Industry endorsed
- University Pathways
- Payment options
- Student satisfaction

OVERVIEW

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.

 LOCATION/S Online	 DURATION Online: Varies - Dependent upon the number of units completed per study term / Up to 2 units per intake
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COURSE DETAILS

Course delivery options

WORKLOAD	LOCATION	DELIVERY
Up to 2 units per intake	Online	Online

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](#)

Resources required

Login to the [...more online](#)

Important Information

Study is structured into fixed intakes [...more online](#)

COSTS

What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)

FULL FEE | \$3,570

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

Articulation options:

- [BSB50415 Diploma of Business Administration](#)
- [BSB50215 Diploma of Business](#)

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

Enrol today to secure your spot in this course.

- **BSB51915 Diploma of Leadership and Management**

University pathways

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:



Job prospects

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

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

OUTCOMES

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

BSBSUS401	Implement and monitor environmentally sustainable work practices	Elective
BSBCUS401	Coordinate implementation of customer service strategies	Elective
BSBADM405	Organise meetings	Elective
BSBADM406	Organise business travel	Elective
BSBITU401	Design and develop complex text documents	Elective
BSBWRT401	Write complex documents	Elective
BSBCMM401	Make a presentation	Elective
BSBRES401	Analyse and present research information	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective

Disclaimer

Not all electives available at all campuses

UNITS