

Granville College



Certificate IV in Business Administration Online

Course No: 17808

Training Package: BSB07 Business Services

National Code: BSB40507

Vocational Area: Business Arts and Info Tech

About the course

In this course participants will gain the skills and knowledge required for employment at the team leader level at administrative business operations. The course emphasises skill development in complex business documents, complex database, complex spreadsheets, and arrange business travel and advanced writing and research skills

Career Opportunities: This course is designed to offer job roles across different industry sectors which will include Administrative Officer, Executive Personal Assistant and Team Leader.

Recognition of Prior Learning To get the credit towards part or all of your course, tell us about the experience you have.
For more information please contact the teaching section offering your course.

Articulation: Upon successful completion of this course you may be eligible to do the Diploma in Business Administration (Course 17809)

Entry requirements: Preferred Pathways for candidates are evidence of competency in the majority of units required for the Certificate III in Business Administration or other relevant qualification

Attendance pattern/duration: Online Delivery – approximately 14 hpw x 18 weeks

TAFE NSW Fee: The **2009** TAFE NSW Fee is \$456 (per semester).

Student Learning Materials Contribution is \$50 (per semester). Learning material contributions are collected for the direct benefit of students through the provision of consumable learning materials to support the completion of their educational programs. If you choose not to pay this contribution you may need to arrange alternative access to the resources in order to participate fully in the learning outcomes necessary for course completion

If you currently receive a Commonwealth benefit or allowance you may be eligible to pay a concession fee of \$50, rather than the full TAFE NSW.
Please contact your local college for further information.

Cash payments not accepted – Accepted methods of payment are EFTPOS, Credit Cards (Visa & MasterCard), Personal or Bank Cheque or Money Order made out to 'TAFE NSW'.

Enrolment Information:	Please contact Granville Business Administration on 9682 0488, 9682 0263 or 9683 0382 for enrolments in 2009
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<p>http://www.swsi.tafensw.edu.au/studentervices/index.asp Classes commence the week of Monday 9th February, 2009</p>
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For a full list of modules/units please enquire at
<http://www.tafensw.edu.au/howex/simpleSearch.do> by course

Not all modules/units are offered at this campus. For information regarding the modules/units contact the campus of your choice

The training Package AQF qualification requires a certain number of electives for course completion. Additional electives may be offered to improve educational outcomes.

For further information:

About this course – Contact the Section on (02) 9682 0488,
(02) 9682 0263 or (02) 9682 0382

Support Services:

The College provides counselling and careers support, that you can use to develop your career plans and that may increase your chances of success in this course. Other support services include: childcare, disabilities services, Learning Support Centre, library and student association.

COMPETENCIES OFFERED ONLINE

Competency No:	Competency Name
BSBITU401A	Design & Develop Complex Text Documents
BSBITA401A	Design Databases
BSBITU402A	Develop & Use Complex Spreadsheets
BSBITU404A	Produce Complex Desktop Published Documents
BSBADM406B	Organise Business Travel
BSBREL401A	Establish Networks
B SBCMM401A	Make A Presentation
BSBITU302A	Create Electronic Presentations
BSBRES401A	Analyse & Present Research
BSBCUS402A	Address Customer Needs