



BSB40215 Certificate IV in Business

National ID: BSB40215 | State ID: AVV9

About this course

Make your mark in the corporate world.

The Certificate IV in Business reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. Participants will learn how to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Students will gain skills in:

- Managing customers needs and feedback
- Developing and promoting products and services
- Recruiting staff

With only one core unit, this qualification allows students a wide range of flexibility and options for student. There are multiple electives to select from, covering areas such as projects, presentations, customer service, marketing, record keeping, research, organising meetings, finance, risk management and documentation including Microsoft Excel.

This course is available at other campus locations upon request.

Overview

Available all year, 2019


Broome Campus - Qualification details

-  Duration: **1 Year**
-  When: **Available all year**
-  How: **Face-to-face block delivery**
Face-to-face classroom delivery
Mixed mode
On the job/on location
Online learning - flexible/self-paced
Part-time

Study pathway

 [Diploma of Business](#)

Job opportunities

 [Personal assistant](#)

Other job titles may include:

- Office administrator
- Project officer

Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or



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above qualification. For more information, please click [here](#).

International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.

Please note, fees are subject to change.



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