



Certificate IV in Business (Administration)

BSB40120 - TOMAREE

Course description:

This highly regarded qualification teaches you valuable skills for exciting, fast-paced work as an executive assistant or personal assistant. Learn to support CEO's, managers and a range of workplaces with key administrative duties as you prepare to join the workforce.

This course also provides:


Learning Resources: All teaching resources and workbooks are provided along with Learner Support and much more.


Course outcomes include:

- Organise face-to-face and virtual meetings
- Use business administration software including Microsoft Office suite and Microsoft Teams for workplace tasks and projects
- Produce complex business documents
- Make and deliver presentations
- Oversee workplace projects

How to get involved:

Contact us at: maitlandmgtacc@tafensw.edu.au

 131 601

 tafensw.edu.au/accounting-finance

- Nationally Recognised Training
- This training is subsidised by the NSW Government
- VET Student Loans available

Location

TAFENSW Tomaree CLC
Salamander Bay
Face to face or join virtually

Duration

Full-time – 1 semester

Study type

Full-time Day – 2-3 days a week
Tuesday, Wednesday, Thursday
9:00am - 3:00pm



Start date

3 February 2026

Study commitment

Full-time – 12-18 hours per week

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Units

BSBTEC401	Design and produce complex text documents
BSBTEC402	Design and produce complex spreadsheets
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBCRT411	Apply critical thinking to work practices
BSBXCM401	Apply communication strategies in the workplace
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBTWK401	Build and maintain business relationships
BSBWRT411	Write complex documents
BSBOPS405	Organise business meetings
BSBOPS401	Coordinate business resources
BSBWHS411	Implement and monitor WHS policies, procedures and programs