Course description
An all round course providing you with administrative and business knowledge and skills. You will gain essential skills in business and administration and be able to practice and apply your skills throughout your learning. In order to successfully complete this course, it is highly recommended that you have some work experience, high level oral and written communication skills within an office environment and some experience using office systems.

Course delivery
This fully online program allows you to complete your Certificate IV Business Administration within six months. Through studying online, anywhere, anytime, you can control your own learning at a pace you are comfortable with.

We advise students work at about eight hours per week (guideline only) to be able to complete the Certificate in six months. A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

Course structure
This course requires completion of 10 units of competency. The units delivered in this course are:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>BSBADM405B</td>
<td>Organise Meetings</td>
</tr>
<tr>
<td>BSBADM406B</td>
<td>Organise Business Travel</td>
</tr>
<tr>
<td>BSBITU402A</td>
<td>Develop &amp; Use Complex Spreadsheets</td>
</tr>
<tr>
<td>BSBITA401A</td>
<td>Design Databases</td>
</tr>
<tr>
<td>BSBITU401A</td>
<td>Design &amp; Develop Complex Text Documents</td>
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<tr>
<td>BSBITU404A</td>
<td>Produce Complex Desktop Published Documents</td>
</tr>
<tr>
<td>BSBADM407B</td>
<td>Administer Projects</td>
</tr>
<tr>
<td>BSBMKG413A</td>
<td>Promote Products &amp; Services</td>
</tr>
<tr>
<td>BSBWOR404A</td>
<td>Develop Work Priorities</td>
</tr>
<tr>
<td>BSBRES401A</td>
<td>Analyse &amp; Present Research Information</td>
</tr>
</tbody>
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TAFE NSW Course No: 17808 | National Code: BSB40507 | Nationally Recognised Training
This course is delivered fully online

START WHEN IT SUITS YOU
Assessments
A range of assessment methods are used in this course. These include practical exercises, case studies and reports allowing you to build a portfolio of learning and experience.

Career opportunities
Job roles and titles vary across different industry sectors. Whether you want to work as an accounts supervisor, executive personal assistant or an administrator, this course allows you to learn and apply your skills and knowledge in a flexible way that suits you.

Career pathways
Students who complete this course may continue with a pathway that leads to a Diploma or Advanced Diploma course from the BSB07 Business Services Training Package. Completion of the Diploma or Advanced Diploma may lead to direct entry into the Australian Catholic University or Macquarie University or you may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at TAFE NSW – Northern Sydney Institute’s Crows Nest College. For further information about our degree programs go to www.nsi.tafensw.edu.au/degreetraining.

Recognition of Prior Learning
TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited against a course of study. Your online program will provide you with information on assessing your own skills against the qualification.
For further general information call 131 674 or go to www.nsi.tafensw.edu.au/recognition.

How to register
For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4514.

Terms and Conditions
Registration and payment are required to confirm your place and must be received before you commence your online studies. Cancellations advised in writing more than seven (7) days prior to course commencement are eligible for a full refund. Once a student has commenced their studies, there is a seven (7) day cooling off period. Any cancellations made within that seven (7) days will receive a full refund except an administrative fee of $150. If a course is cancelled you are entitled to a full refund.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at 1 April 2012. Changes may have taken place since that time.
Contact TAFE NSW – Northern Sydney Institute to confirm course details and availability.

For further information:
Phone: 131 674 | Email: nsi.onlinecourses@tafensw.edu.au
TAFE NSW – Northern Sydney Institute
Crows Nest College
149 West Street Crows Nest NSW 2065