Business Online
Certificate IV in Business Administration

An all round course providing you with administrative and business knowledge and skills. You will 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.

TAFE NSW Course No: 17808 | National Code: BSB40507 | Nationally Recognised Training
This course is delivered online

Course delivery
This online program allows you to complete your Certificate IV Business Administration within a year. Studying online, anywhere, anytime means you can control your own learning at a pace you are comfortable with. We advise students work about ten hours per week (guideline only) to be able to complete the qualifications. A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

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 the Northern Sydney Institute's Crows Nest Campus. For further information about our degree programs go to www.nsi.edu.au/degreeprograms.

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 towards 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.edu.au/recognition.
Course structure
This course requires completion of ten (10) units of competency. The units delivered in this course are:

**CORE UNITS**
- BSBADM405B Organise meetings
- BSBADM406B Organise business travel
- BSBITU402A Develop and use complex spreadsheets

**ELECTIVE GROUPS (choose one group)**

**Foundations electives**
- BSBMKG414B Undertake marketing activities
- BSBPMG522A Undertake project work
- BSBHRM506A Manage recruitment selection and induction processes
- BSBUS401B Coordinate implementation of customer service strategies

**Marketing electives**
- BSBMKG413A Promote products and services
- BSBMKG414B Undertake marketing activities
- BSBMKG408B Conduct market research

**Project Management electives**
- BSBADM407B Administer projects
- BSBPMG522A Undertake project work
- BSBPMG401A Apply project scope management techniques
- BSBRSK401A Identify risk and apply risk management processes

**Human Resources electives**
- BSBHRM404A Review human resources function
- BSBHRM402A Recruit, select and induct staff
- BSBHRM506A Manage recruitment selection and induction processes
- BSBHRM403B Support performance management process

**Executive Administration electives**
- BSBADM407B Administer projects
- BSBMKG413A Promote products and services
- BSBRES401A Analyse and present research information
- BSBUS401B Coordinate implementation of customer service strategies

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.

How to register
For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4518.

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 12 July 2013. Changes may have taken place since that time.

Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

For further information:
Phone: 131 674  Email: nsi.onlinecourses@tafensw.edu.au
The Northern Sydney Institute, part of TAFE NSW
Crows Nest Campus
149 West Street Crows Nest NSW 2065