This course is for people who intend to go into small business as an owner and/or manager as well as those who are already a small business owner and/or manager. This course provides the skills and knowledge required to manage the establishment, planning, promotion, finances, operations and workforce of a small business.

**Course delivery**

This online program allows you to complete your Certificate IV in Small Business Management within one year. Studying online, anywhere, anytime, means you can control your own learning at a pace you are comfortable with. 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 ten (10) units of competency. The units delivered in this course are:

- BSBSMB401A Establish legal and risk management requirements of small business
- BSBSMB402A Plan small business finances
- BSBSMB403A Market the small business
- BSBSMB404A Undertake small business planning
- BSBSMB406A Manage small business finances
- BSBSMB405A Monitor and manage small business operations
- BSBSMB407A Manage a small team
- BSBREL402A Build client relationships and business networks
- BSBCUS402B Address customer needs
- BSBEBU401A Review and maintain a website

**Assessments**

A range of assessment methods are used in this course. These may include case studies, projects, practical exercises, reports and video presentation, each providing you with a portfolio of work experience.

**Career opportunities**

Job roles and titles vary across different industry sectors. Whether you want to work as a small business owner or manager, this course allows you to learn and apply your skills and knowledge in a flexible way that suits you.
Career pathways
When you finish this course you may be eligible to do BSB50207 Diploma of Business or other specialist diploma qualifications in the Business Services Training Package (BSB07) such as marketing, management or human resources.

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.

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. No refunds are given once you are enrolled. However, a substitute may participate in your place.
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 September 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