

## BBSB40507

# Certificate IV in Business Administration

### What is Business Administration?

Business administration is the skill of organising people and resources efficiently so as to direct activities toward common goals and objectives.

Administrators apply solutions to a defined range of unpredictable problems as well as analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have limited responsibility for the output of people.

### Career opportunities

Certificate IV in Business Administration is designed to provide a broad grounding in generic workplace skills in a business environment so graduates may use their technical skills and knowledge to support the work of a team.

Possible job roles vary across different industry sectors however examples for candidates seeking entry based upon their vocational experience include: office administrator, personal assistant, receptionist, project assistant, clerk or data entry operator.

### Study Mode

Online

### Entry requirements

Our part-time program is available to domestic, as well as interstate students and Australian citizens living overseas.

The ability to operate a computer, use a web browser and manage a self-paced learning environment is essential.

### Application procedure

Applicants who wish to study this course online should obtain an application form at:

<http://www.future.swinburne.edu.au/apply/tafe/#direct>

Alternatively contact the Business Online Administrator directly at [tafebussinesonline@swin.edu.au](mailto:tafebussinesonline@swin.edu.au) to request the appropriate enrolment form.

### Fees

TAFE tuition fees are set by the Victorian Government. For full details on TAFE fees, eligibility for Government subsidised places\* and concessions visit:

<http://www.swinburne.edu.au/studentoperations/fees/tafe.html>

\* Government subsidised places are dependent on you being a Victorian resident, your age as at 1 January, citizenship and prior qualification criteria.

### Skills Recognition

Skills Recognition, Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training. To complete a self assessment visit:

<http://www.future.swinburne.edu.au/pathways/rpl/>

### Credit Transfer

A Credit Transfer may be granted for relevant accredited or formal training at another training organisation. The units must be current, identical or equivalent to those in the course you enrol in.

### Qualification

This qualification was developed in close consultation with industry and training providers to keep inline with changing standards.

### Units

This qualification requires the successful completion of a minimum of ten units totalling between 345 and 620 hours including **five** core, and **five** electives units. At least **one** of the elective units must be selected from the remaining administration units.

*Continued overleaf*

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### 2012 Online Program Selection

Qualification requirements are:

**FIVE** core units plus

**FIVE** elective units

Stage 1	Unit Code	Unit Name	Hrs	Available study sessions
Core	BBWRT401A	Write complex documents	50	ST, B2, B4
Core	BBADM405B	Organise meetings	20	AC, B1, B3, ST
Elective	BBCUS401A	Coordinate implementation of customer service strategies	40	AC, B1, B3, ST

Stage 2	Unit Code	Unit Name	Hrs	Available study sessions
Core	BBITU401A	Design and develop complex text documents	100	S1, S2

Stage 3	Unit Code	Unit Name	Hrs	Available study sessions
Core	BBITU402A	Develop and use complex spreadsheets	50	ST, B2, B4
Core	BBADM406B	Organise business travel	20	AC, B1, B3, ST
Elective	BBOHS407A	Monitor a safe workplace	50	AC, B1, B3, ST

Please pick from one of the following streams in Stage 4 for the remaining required electives

Stage 4	Unit Code	Unit Name	Hrs	Available study sessions
Administration	BBINN301A	Promote innovation in a team environment	40	ST, B2, B4
Administration	BBMGT401A	Show leadership in the workplace	50	AC, B1, B3, ST
Administration	BBRES401A	Analyse & present research information	40	ST, B2, B4
Human Resources	BBHRM401A	Review human resources functions	40	AC, B1, B3, ST
Human Resources	BBHRM402A	Recruit, select and induct staff	50	ST, B2, B4
Human Resources	BBHRM403A	Support performance management process	40	AC, B1, B3, ST
Human Resources	BBWRK410A	Implement industrial relations procedures	50	ST, B2, B4
Frontline Management	BBMGT402A	Implement operational plan	50	AC, B1, B3, ST
Frontline Management	BBWOR402A	Promote team effectiveness	40	ST, B2, B4

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### 2012 Teaching Periods

	Teaching Period	*Start Date	End Date	*No Wks	Break Inclusive	
AC+	Accelerated	07 Nov	17 Feb	15	23 Dec	3 Jan
ST	0 Summer Term	03 Jan	17 Feb	8		
T1	1 Term 1	27 Feb	06 Apr	6		
B1	Block 1	27 Feb	13 May	9	6 Apr	13 Apr
S1	2 Semester 1	27 Feb	13 Jul	18	9 Apr	22 Apr
T2	3 Term 2	23 Apr	01 Jun	6		
B2	Block 2	14 May	22 Jul	9		
WT	4 Winter Term	18 Jun	27 Jul	6		
T3	5 Term 3	06 Aug	14 Sep	6		
B3	Block 3	06 Aug	14 Oct	9		
S2	6 Semester 2	06 Aug	14 Dec	15	17 Sep	23 Sep
T4	7 Term 4	24 Sep	02 Nov	6		
B4	Block 4	15 Oct	16 Dec	9		
SP	8 Spring Term	05 Nov	14 Dec	6		
ST	9 Summer Term 2013	7Jan	25 Feb	8	-	-

Census Dates: <http://www.swinburne.edu.au/studentoperations/fees/census-dates.html>

### IMPORTANT NOTES

Enrolments close 10 days before the start of each period

Recommended study load 10 - 15 hours per week

For further information about this course contact the TAFE School of Business

Telephone (03) 9210 1993

Email [tafebusinessonline@swin.edu.au](mailto:tafebusinessonline@swin.edu.au)

Web Site [www.tafe.swinburne.edu.au/online](http://www.tafe.swinburne.edu.au/online)