

# BSB40515 Certificate IV Business Administration (Online)

This qualification consists of competency of **10 elective units**. On successful completion of all **10 units** you will receive a **Certificate IV in Business Administration**.

It is strongly recommended students enrol in no more than two units per intake, unless otherwise advised.

Please follow the below Preferred Order of Study when enrolling:

POS	Unit code	Unit name	Unit type	Unit hours	Textbook/ Resources	Study Schedule	
						Intake	Completed
<b>Must complete all units listed below</b>							
1	BSBWHS401	Implement & monitor WHS policies, procedures & programs to meet legislative requirements	elective	50	Electronic resources are available through the Connect learning management system		<input type="checkbox"/> Completed
2	BSBITU401	Design and develop complex text documents <i>(Note – if you have low level knowledge or never used Microsoft Word, it is recommended that you first complete BSBITU313)</i>	elective	100			<input type="checkbox"/> Completed
3	BSBWRT401	Write complex documents	elective	50			<input type="checkbox"/> Completed
4	BSBITU402	Develop and use complex spreadsheets <i>(Note – if you have low level knowledge or never used Microsoft Excel, it is recommended that you first complete BSBITU314)</i>	elective	50			<input type="checkbox"/> Completed
5	BSBCMM401	Make a presentation	elective	30			<input type="checkbox"/> Completed
6	BSBSUS401	Implement and monitor environmentally sustainable work practices	elective	40			<input type="checkbox"/> Completed
7	BSBADM405	Organise meetings	elective	20			<input type="checkbox"/> Completed
8	BSBADM406	Organise business travel	elective	20			<input type="checkbox"/> Completed
9	BSBITU313	Design and produce digital text documents	elective	90			<input type="checkbox"/> Completed
10	BSBCUS401	Coordinate the implementation of customer service strategies	elective	40			<input type="checkbox"/> Completed

All information was accurate at the time of publication,  
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## IMPORTANT INFORMATION



### CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Your TAFE student number is your 'username' for logging into Connect. You will be prompted to create your own password by selecting 'Password Manager' on the Connect login homepage. In order to create your password, you will need to enter your date of birth and the email address you provided to TAFE Queensland.

Access your online studies via [Connect](#)

Navigating in Connect: Connect Student – [Getting Started](#) (YouTube video)

Online instructions: [Connect Help](#)



### Connect

View unit materials, submit assessments, check your progress, communicate with your teacher and much more.

[System Check](#) | [Password Manager](#) | [Connect Help](#)



### STUDENT RULES

The [TAFE Queensland student rules](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



### UNIQUE STUDENT IDENTIFIER [USI]

It is mandatory when undertaking nationally recognised training to have a Unique Student Identifier [USI]. Your USI will contain all your nationally recognised training records and results. It's important that we have a USI, as under Commonwealth Government legislation, we cannot issue a qualification until it is recorded.

Create your USI at the [Australian Government USI website](#). You need to have one form of identification.

Once you have your USI, please make sure you email it to [TQOL Admin](#).

To find out more about the Unique Student Identifier please visit <https://www.usi.gov.au/>



### WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please:

1. speak with your program coordinator
2. email your request to withdraw directly to [TQOL Admin](#)

Please view the [TAFE Queensland Refund Policy](#) before sending your withdrawal request, as you may not be eligible for a refund.



### HAVE YOU STUDIED BEFORE?

Advanced Standing is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.

For more information on intake dates please visit the [TAFE Queensland website](#)

Enjoy your studies and let us help you **'MAKE GREAT HAPPEN'**.