

# Order of Study

## BSB40120 Certificate IV in Business (Administration) (Online)

This qualification consists of competency in 6 core and 6 elective units. On successful completion of all 12 units you will receive a Certificate IV in Business with a specialisation in Business Administration.

Follow the below order of study when enrolling. Enrol in no more than 2 units per intake, unless otherwise advised.

Unit Code		Unit Name	Unit Type	Textbook/ Resources	Study Schedule	
Must complete all units in order as listed below					Intake	Completed
1	BSBPEF402	Develop personal work priorities	Elective	Electronic resources are available through Connect, TAFE Queensland’s Learning Management System  Recommended course text (not mandatory) – COLE ‘Leadership & Management (Theory & Practice)’ 7th Edition		Completed
2	BSBXCM401	Apply communication strategies in the workplace	Core			Completed
3	BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core			Completed
4	BSBOPS405	Organise business meetings	Elective			Completed
5	BSBTEC401	Design and develop complex text documents	Elective			Completed
6	BSBWRT411	Write complex documents	Core			Completed
7	BSBPEF502	Develop and use emotional intelligence	Elective			Completed
8	BSBTWK401	Build and maintain business relationships	Core			Completed
9	BSBCRT411	Apply critical thinking to work practices	Core			Completed
10	BSBTEC404	Use digital technologies to collaborate in a work environment	Core			Completed
11	BSBPMG430	Undertake project work	Elective			Completed
12	BSBTEC402	Design and produce complex spreadsheets	Elective			Completed

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## STUDENT PORTAL

Through the portal you can enrol, update your details, and check your academic results whenever you like. To login just click on this link <https://tafeqlid.t1cloud.com/> and use your Connect login credentials.

If you have an issue with the student portal please log the issue through the “Report an Issue” form in your forms tile and you will receive a response as soon as possible.

Alternatively, click the link below and scroll through the frequently asked questions that may assist you with your enquiry <https://tafeqlid.edu.au/current-students/student-portal-pilot-faq.html>.

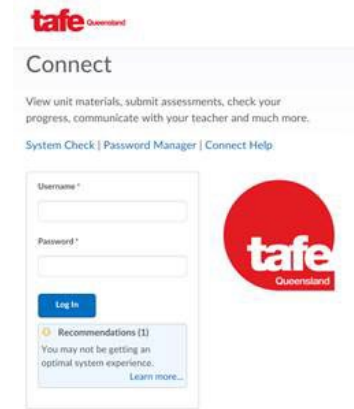


## CONNECT

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.

Watch the 45-second video on how to login to Connect by [clicking here](#). Alternatively, [download this PDF](#) to get all the details.

**DON'T FORGET** to [enable notifications in Announcements](#) so you don't miss an important announcements relating to your study.



## HAVE YOU STUDIED BEFORE?

Credit Transfer 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.



## STUDENT RULES

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



## 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 speak with your program coordinator and view the [TAFE Queensland Refund Policy](#) before submitting your withdrawal request, as you may not be eligible for a refund

If you are wishing to withdraw prior to the start of an intake - You can withdraw and swap units through the Student Portal. You can access this under the **My Study tile** in the **Withdraw From a Unit** menu. Note: Students with multiple courses in their **My Study tile** will need to select the **Manage your Course** button first. Once you have chosen your course, you can see the **Withdraw From a Unit** menu option, from here choose the unit/units to withdraw.

If you are wishing to withdraw after the start of an intake – you can submit your request through the Student Portal under the **Forms tile**. Scroll to the **Request for Withdrawal and or/Refund (TQ)**.