



# UNDERGRADUATE CERTIFICATE IN BUSINESS MANAGEMENT.

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**TAFE** NSW

# UNDERGRADUATE CERTIFICATE IN BUSINESS MANAGEMENT

Course Code: HE20543

The Undergraduate Certificate in Business Management is a short course designed for people who work in business or retail environments, and who wish to manage a small business or move into management or supervisory roles.

The course requires the completion of four subjects covering management and marketing fundamentals, business finance and foundations of accounting.

## HOW TO COMPLETE THE COURSE

The Undergraduate Certificate in Business Management requires you to complete four subjects and a total of 40 credit points.

More information is available at: [tafensw.edu.au/degrees](http://tafensw.edu.au/degrees)

## COURSE STRUCTURE

All students must complete the following four subjects:

- Foundations of Accounting
- Management Fundamentals
- Marketing Fundamentals
- Business Finance

## RECOGNITION OF PREVIOUS STUDY AND EXPERIENCE

If you have completed studies at this level in a related field, or if you have extensive and current industry or workplace experience, you may be eligible for exemption from some subjects. All applications for exemption must be made to the course coordinator and must include supporting documentation. You should attend classes until you are formally advised that your exemption has been granted.

## PATHWAYS TO FURTHER STUDY

Students who complete the Undergraduate Certificate in Business Management and choose to continue their studies in the Bachelor of Applied Commerce, will receive credit for the four completed subjects.

For more information about the Bachelor of Applied Commerce, please visit: [tafensw.edu.au/degrees/bachelor-of-applied-commerce](http://tafensw.edu.au/degrees/bachelor-of-applied-commerce)

## TERMS AND CONDITIONS

This document is intended as a general guide only. Information in this document is current as of October 2020. Prospective students should contact TAFE NSW for more information, and to confirm admission requirements and availability of courses. Note that tuition fees are reviewed annually and are subject to change. For current fee information visit: [tafensw.edu.au/degrees/applying-and-fees/fees-and-payment](http://tafensw.edu.au/degrees/applying-and-fees/fees-and-payment). Fees payable by the student are the tuition fees valid for that semester, and not the tuition fees that were in place the first time the student enrolled. Additional fees may be payable for equipment and resources.

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## STUDY MODE AND DURATION

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This course is delivered over one semester full time, or over a part time equivalent.

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## COURSE DELIVERY LOCATION

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Students can study this course at:

- TAFE NSW Ultimo, or
- fully online.

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## ENTRY REQUIREMENTS

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To be eligible for admission into the Undergraduate Certificate in Business Management you must have completed a Certificate IV or higher level qualification in business or business management, or have at least three years experience in a business or retail environment. Applicants may be required to undertake a literacy and numeracy test prior to admission.

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## TUITION FEES

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### Domestic students:

\$1,310 per 10 credit point subject.  
\$5,240 indicative full course fee.

### International students:

This course is not open to enrolment by students on an international student visa.

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## HOW TO ENROL

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For information about applying and enrolling go to: [tafensw.edu.au/degrees](http://tafensw.edu.au/degrees) and click on *Undergraduate Certificate in Business Management*.

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## PAYMENT OF TUITION FEES\*

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Domestic students who enrol in this course may be eligible to pay their tuition fees using FEE-HELP. FEE-HELP is an Australian Government student loan scheme. More information about FEE-HELP including eligibility criteria is available at: [studyassist.gov.au/help-loans/fee-help](http://studyassist.gov.au/help-loans/fee-help)

\* Please note that tuition fees are reviewed annually and are subject to change.