

# Business Functions

## Course Overview

You can contribute to organisational success!

Having an understanding of core business functions can contribute directly to the efficiency and effectiveness of your operations. In this course you will learn about various operational functions and how they support business success. This includes accounting functions, human resource management and sales and marketing.

**Level:** 5      **Fee:** \$660.70      **Weekly Hours:** 15      **Credits:** 15      **Weeks:** 9

## Learning Outcomes

On successful completion of this course students will be able to:

1. Apply the principles and practices of accounting, and operations to make decisions supporting business efficiency and effectiveness
2. Understand and apply practices of Human Resource Management, Sales and Marketing to support business efficiency and effectiveness
3. Demonstrate skills for managing own and others learning and performance within an operational context

## Indicative Course Content

- Principles of accounting could include elements, GAAP, and qualitative characteristics
- Practices of accounting could include preparation of income statement, balance sheet and cash budgets
- Operations could include layout, workflow, productivity
- HRM could include estimation of staff requirements, recruitment and selection remuneration
- Sales/Marketing could include forecasting, internal marketing, marketing communications
- Skills for managing learning and performance may include attitudes, qualities and behaviours

## Assessment

No	Assessment Type	Assessment Date	Outcomes	Weighting
1	Assessment 1: Task One Assessment 1: Task Two Assessment 1: Task Three Assessment 1: Task Four	Sunday Week 2 Sunday Week 4 Sunday Week 6 Sunday Week 8	LO 1,2,3 LO 1,2,3 LO 1,2 LO 1,2	80%
2	Assessment 2: Reflection Portfolio	Friday Week 9	LO 2,3	20%



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## Contact Us

Any questions or queries please contact one of our enrolment team members below:

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