



BSB40120 CERTIFICATE IV IN BUSINESS

CRICOS Course Code: 106156K

Duration: 52 weeks (36 weeks study & 16 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career as an office administrator, project officer, Team Leaders, Personal Assistants, sales agent.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent or have completed AQF Certificate III or relevant qualification..
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Office Administrator, Project Officer, Team Leaders/ Personal Assistant, Analyst.

FUTURE PATHWAY

Students who complete this course may pursue BSB50120-Diploma of Business qualification or a range of other Diploma qualifications.

UNITS OF COMPETENCY

CORE UNITS

| | |
|-----------|---|
| BSBCRT411 | Apply critical thinking to work practices |
| BSBTEC404 | Use digital technologies to collaborate in a work environment |
| BSBTWK401 | Build and maintain business |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs |
| BSBWRT411 | Write complex documents |
| BSBXCM401 | Apply communication strategies in the workplace |

ELECTIVE UNITS

| | |
|-----------|---|
| BSBPEF402 | Develop personal work priorities |
| BSBPEF403 | Lead personal development |
| BSBTEC402 | Design and produce complex spreadsheets |
| BSBSTR401 | Promote innovation in team environments |
| BSBMKG434 | Promote product and services |
| BSBOPS405 | Organise business meetings |