

BSB40120

# CERTIFICATE IV IN BUSINESS

## 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.

## Entry Requirements

- . Be at least 18 years of age and have completed Year 12 or equivalent
- . Have an IELTS\* score at least 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - Educated for 5 years in an English-speaking country; or
  - Successful completion of ACAB's Language, Literacy and Numeracy Test
- \*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.
- . Although there are no formal pre-requisites for entry to this qualification, students must have sufficient literacy and numeracy skills to complete the course.
- . Students are also required to have good knowledge of computers i.e. used a computer in Windows environment

## Fees

### Offshore student

Tuition Fee:	\$6,500
Enrolment Fee:	\$300 (Non-refundable)
Study Material Fee:	\$200
Total Fees:	\$7,000

### Onshore student

Tuition Fee:	\$6,000
Enrolment Fee:	\$300 (Non-refundable)
Study Material Fee:	\$200
Total Fees:	\$6,500

## Pathways

Potential employment options are in a range of business roles in a range of industry areas. Students who complete this course may wish to continue their education into the BSB50420 Diploma of Leadership and Management or a range of other higher education qualifications in business.

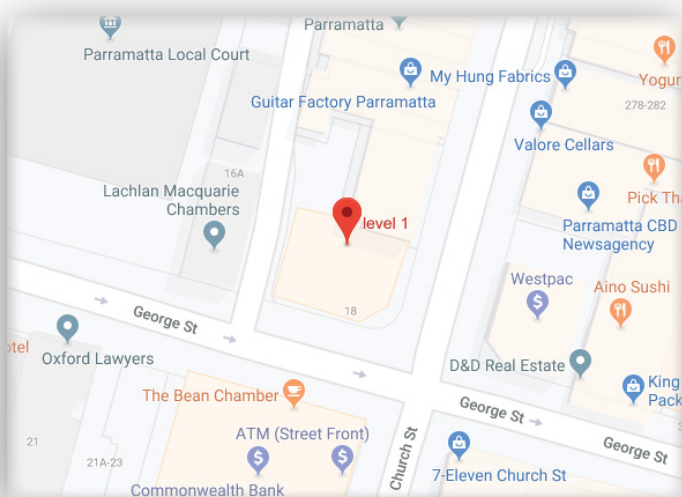


## COURSE STRUCTURE

The Certificate IV in Business comprises twelve (12) units of competency packaged as six (6) elective units and six (6) core units.

Code	Title	Core or Elective
BSBCRT411	Apply critical thinking to work practices	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBTWK401	Build and maintain business relationships	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBPEF502	Develop and use emotional intelligence	Elective
BSBHRM413	Support the learning and development of teams and individuals	Elective
BSBPEF401	Manage personal health and wellbeing	Elective
BSBCMM411	Make presentations	Elective
BSBTEC403	Apply digital solutions to work processes	Elective
BSBCRT412	Articulate, present and debate ideas	Elective

### STUDY LOCATION



### PARRAMATTA CAMPUS

Our Address: Level 1,  
239 Church Street,  
Parramatta, NSW 2150

### STUDENT SUPPORT & WELFARE

Where the student is experiencing any difficulties, he/she should be referred to the Student Support Officer who will seek to assist. If the student's needs exceed Australian College of Applied Business support capacity, it will refer the student to an appropriate external agency.

It is Australian College of Applied Business' policy to provide additional learning assistance to students who are struggling without involving any additional costs.

### DELIVERY ARRANGEMENTS

Face-to-face / On-line Learning

### SCHEDULE TIMELINE

It is planned that a student will complete all 12 units of competency within 52 weeks of commencement.

- delivered over 52 weeks of institutional based training and assessment
- 12 weeks of school break
- 20 hours study per week
- Including 5 hours on-line study per tuition week

### COURSE OUTCOMES

Learners who obtain a competent result for all 12 units will receive a Qualification in BSB40120 Certificate IV in Business or Learners who do not obtain a competent result in all 12 units will receive a Statement of Attainment for the units they obtain competency in. Assessment may include a combination of various styles of assessments to be completed in-class or online via Moodle. Learners can study by distance.

### EMPLOYMENT OUTCOMES

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administrator
- Executive Personal Assistant
- Office Administrator
- Project Officer
- Sales Account Assistant
- Sales Agent