



**BSB40215**

## **Certificate IV in Business**

**CRICOS 086985J**

The Certificate IV in Business introduces business services and business administration skills that are in high demand in today's workforce. You will study and practice to work in or set up a small business.



### **Course Duration**

4 terms (52 weeks inclusive 16 weeks holidays)

### **Entry Requirements**

- ◆ Students must provide evidence of successfully completed Year 12 or equivalent
- ◆ Students must be over 18 years of age at time of course commencement
- ◆ Students need an appropriate level of English to undertake this course (such as an English level of Intermediate or IELTS 5.0).

### **Course Units**

#### **Term 1**

Use digital technologies to collaborate in the workplace

Organise meetings

#### **Term 2**

Make a presentation

Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Analyse and present research information

#### **Term 3**

Investigate micro business opportunities

Articulate, present and debate ideas

Promote products and services

#### **Term 4**

Establish networks

Develop teams and individuals

