

**National Code:BSB40215**

# Certificate IV in Business

**CRICOS Course Code: 095902J**



This course is designed for candidates looking to advance their career within the business services sector. Obtaining this certificate will help you get ahead of the competition by learning a range of sought after skills and techniques which will help you perform better in everyday business operations. At ACHBM, you will develop in-depth understanding of meetings, presentations, document development, teamwork, workplace technology and WHS.

## Entry Requirements

- Must be 18 years of age on commencement

### Academic Requirements:

- Successful completion of Year 12 or equivalent and /or above

### English Language (International Students):

- IELTS 5.5 or higher with a minimum score of 5.0 in each band OR
- Equivalent (e.g. EAL/ESL, ISLPR, CSWE etc.) English language test scores; or assessed as equivalent

## Course Structure

- 4 Terms - 52 weeks (including holidays), 40 contact weeks
- Requires the completion of 10 subject units (1 core plus 9 electives)

- BSBWHS401 Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements (Core)
- BSBADM405 Organise Meetings (Elective)
- BSBCMM401 Make a Presentation (Elective)
- BSBITS411 Maintain and Implement Digital Technology (Elective)
- BSBLED401 Develop Teams and Individuals (Elective)
- BSBITU401 Design and Develop Complex Text Documents (Elective)
- BSBITU402 Develop and Use Complex Spreadsheets (Elective)
- BSBITU404 Produce Complex Desktop Published Documents (Elective)
- BSBWRT401 Write Complex Documents (Elective)
- BSBWOR404 Develop Work Priorities (Elective)

## Contact Us:

+61 296671458    info@bic.edu.au    www.bic.edu.au

## Why Study at ACHBM?

By gaining expert-level practical knowledge, skills and expertise, you will grow as a professional and have a certification to make you more attractive to prospective interviewers. At ACHBM, we offer the tools to get ahead.

## Course Pathways

After successful completion of this qualification, you could obtain positions such as:

Supervisor    Administrator    Project Assistant

Business Coordinator    Project Officer

## Course Fees

Tuition Fee: \$12,500 (\$3,125 per Term)  
Application fees: \$200 \* Non-Refundable  
Material Fees: \$100 Per term

### 2020 Term Dates Intake Dates

Term	Term Dates	Intake Dates
Term 1	13th Jan to 22nd Mar	13th Jan, 10th Feb
Term 2	6th Apr to 14th Jun	6th Apr, 10th Feb
Term 3	29th Jun to 6th Sep	29th Jun, 3rd Aug
Term 4	21st Sep to 29th Nov	21st Sep, 26th Oct



Australian College of Hospitality  
and Business Management