

KING'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY



CRICOS Provider Code: 03105M

RTO Provider Code: 31766

BSB40215 *Certificate IV in Business*

CRICOS Code 086965B

COURSE STRUCTURE

DURATION

30 Weeks

- 24 weeks study plus 6 weeks holiday

QUALIFICATION

BSB40215 Certificate IV in Business

CAREER OUTCOME

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate 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

For entry into the Certificate IV in Business, candidates are required to be 18 years of age or older, to have satisfactory completion of primary and secondary education of approximately 12 years of duration and possess an English language proficiency of IELTS 5.5, TOEFL 530 or equivalent. Completion of Certificate III in Business is desirable but not necessary.

TUITION FEES

BSB40215 Certificate IV in Business	AUD \$6,000
ENROLMENT FEES.....	AUD \$350
TOTAL COURSE FEE	AUD \$6,350

COURSE UNITS

UNIT CODE	UNIT OF COMPETENCY NAME	FIELD
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBCUS401	Coordinate implementation of customer service strategies	Elective
BSBCUS402	Address customer needs	Elective
BSBFIA402	Report on financial activity	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBITU402	Develop and use complex spread sheets	Elective
BSBITU401	Design and develop complex text documents	Elective
BSBADM405	Organise meetings	Elective
BSBRSK401	Identify risk and apply risk management processes	Elective
BSBSUS301	Implement and monitor environmentally sustainable work practices	Elective

LEARNING OUTCOMES

Learning outcomes include:

- Monitor Workplace Health and Safety (WHS) policies, procedures and programs in the relevant work area to meet legislative requirements
- Create strategies for better performance management and improved productivity and profits
- Manage the ongoing relationship with a customer
- Use and understand the accounting terminology and financial statements
- Be an effective and proactive member of an innovative team
- Use spread sheet software to complete business tasks and to produce complex documents
- Determine individual and team development needs and facilitate the development of the work group
- Design and develop business documents using complex technical features of word processing software
- Identify risks and to apply established risk management processes
- Analyse the workplace in relation to the environmentally sustainable work practices and to implement improvements and monitor their effectiveness