Harbour College
Where Seekers Become Achievers
RTO CODE: 41338 | CRICOS PROVIDER CODE: 03449J

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BSB40120
Certificate IV in Business

CRICOS Course Code	Study Methods	Duration
103683M	13.5 hrs face to face in campus + 6.5 hrs online (per week)	52 Weeks (36 Weeks Study)

Course Requirements

- Year 12 (HSC); or other relevant qualification/s; or experience in a business environment;
- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre or evidence of completing a VET course at Certificate IV or above level in Australia.
- At least 17 years or above
- For Packaging courses, student cannot progress to the higher qualification unless the student has successfully completed lower qualification

Career Opportunities

- Office Administrator
- Project Officer
- Team Leader and Personal Assistant

Unit of Competence

Core Units	
BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
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
BSBCMM411	Make presentations
BSBMKG434	Promote product and services
BSBOPS405	Organise business meetings
BSBTEC402	Design and produce complex spreadsheets