



## **BSB40120 – Certificate IV in Business**

### *Course Overview (Domestic Students)*

TMG College Australia's (TMG) BSB40120 Certificate IV in Business program has been designed to allow students the ability to gain real work experience whilst furthering their working knowledge and skills of the business Industry.

Students will be introduced to the following main learning areas within this qualification:

- ✓ **How to correctly interact with clients**
- ✓ **How to correctly use business software applications and systems**
- ✓ **How to correctly write/complete workplace documents**
- ✓ **How to correctly interact service to clients and process customer complaints**
- ✓ **How to correctly manage personal**

*All of which we have you ready for multiple areas of employment possibilities within business sector.*

*Thinking of a Career Change and want to make a difference?  
Why not choose a career in Business Today!*

### **Entry Requirements**

This program has an entry requirement of year 10 Reading, Writing and Comprehension level and/or (ACSF Level 2) + basic computer skills for formative assessment activities and assessment submissions.

### **Course Duration**

This course is delivered over 8 to 26 Weeks depending on enrolment type.

### **Course Date**

We have multiple intakes yearly, so call or email us today to help get you started.

### **Delivery Mode**

This course is delivered within a blended delivery mode, consisting of face-to-face classroom sessions + structured online learning + 20 hours simulated work-placement.

### **Licensing**

This course does not have a direct licence outcome.

## Course Packaging

To achieve this qualification, you are required to successfully complete 12 units of competency, 6 Core + 6 Electives.

### 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

- BSBPEF401 Manage personal health and wellbeing
- BSBPEF402 Develop personal work priorities
- BSBMKG434 Promote products and services
- BSBOPS404 Implement customer service strategies
- SIRXMKT002 Use social media to engage customers
- HLTAID011 Provide first aid

*Note: Elective units may vary depending on the student individual requirements.*

We Specialise in Industry-based Qualifications,  
So Contact Us Today for Your FREE Consultation.

### Your Assessment

To achieve this qualification, you (the student) are required to complete the following Assessment Tasks:

#### Knowledge based questions/activities:

- True/False questions
- Match the correct answer/s
- Multiple Choice questions
- Open and Closed questions
- Research projects

#### Skill based activities:

- Scenario based roleplays
- Real and/or Simulated Workplace Activities
- Workplace (Industry) Logbook

### Work Placement

To help properly prepare you for a real working environment, TMG College Australia has created a simulated work environment.

If you are current working, you may be able to do your work-placement within your own workplace.

*Speak to our friendly staff today and find out how we can have you work ready today!*

### Career Opportunities

#### Occupational positions may include:

Junior Personal Assistant | Medical Records Officer | Office Administration Assistant

### Course Investment (Fees)

**\$3,250 (Inclusive of Non-Tuition fees)**

Your course investment (fee) includes a Non-Refundable enrolment fee of **\$350**, plus all materials/resources required for your course's completion. *Payment options are available, speak to our friendly staff today!*

### Education Pathway

After successful completion of this qualification, students are eligible to enter into the Diploma of Business.

### Australian Certification

*On successful completion of this program, you will be issued with an Australian Nationally Recognised Qualification and a Statement of Results. If you are unable to successfully complete the full qualification, you will be issued with a Statement of Attainment (SOA) for the unit/s successfully completed.*

