



BSB40101 Certificate IV in Business

CRICOS PROVIDER
NO. 01740M

Updated for 2004

WHAT DOES THIS COURSE INVOLVE?

This course has been specifically designed to assist you to further develop either your own business or to continue on to Diploma level.

The course is made up of 10 units of competency. Students intending to continue with a Diploma of Business and then apply for maximum credits at university after doing a Diploma must include all units marked with a * in their selection. Educators will assist students to make their selection during the first week of study.

BSBSBM403A	Promote the business *
BSBSBM407A	Manage a small team *
BSBCM405A	Analyse & present research information *
BSBCM410A	Coordinate implementation of customer service strategies
BSBADM408A	Prepare financial reports *
BSBFLM403A	Manage effective workplace relations *
BSBMKG403A	Analyse market data *
BSBMKG402A	Analyse consumer behaviour for specific markets *
BSBSBM301A	Research business opportunities
BSBSBM402A	Undertake financial planning
BSBCM402A	Develop work priorities
BSBMKG401A	Profile the market
BSBZ404A	Train small groups

WHAT ARE MY EMPLOYMENT OPPORTUNITIES?

This course opens up a wide range of options for you. Not only does it prepare you to continue on to the Diploma level and qualify you to work as a manager or team leader for other people, but also qualifies you to operate in a self-employed capacity within your own business.

HOW LONG DOES IT TAKE?

The course duration is 20 Weeks/6 Months, 20 hours per week.

Note: All duration times stated are the maximum timeframe to complete the program and published fees cover this timeframe. Students who have not completed their qualification in the stated timeframe can continue the program at an additional cost.

ENTRY REQUIREMENTS

Completed Year 10 or its equivalent **OR** Mature Aged (18 years old or over).
Overseas students require language proficiency of IELTS level 5.5 or equivalent.

SUPPORT

King's undertakes a duty of care towards its student body and offers course counselling as required.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning is the student's opportunity to have their prior skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning.

The process requires students to gather evidence confirming their competency. An educator will advise you in this task. **Enquire if you think you qualify.**

COSTS

Enrolment Fee

There is a non-refundable enrolment fee required upon receipt of your enrolment form. Your place will not be confirmed unless this payment has been made. This fee applies to all courses. Please contact the College to enquire about the enrolment fee.

Course Fees

Please contact the College to enquire about course fees.



**To Enrol or to find out more Information
Telephone + 61 7 5593 4386**

KING'S INTERNATIONAL COLLEGE

PROVIDING QUALITY ADULT EDUCATION