



BUSINESS

PREPARE FOR A SUCCESSFUL CAREER
IN THE BUSINESS AND
ENTREPRENEURSHIP WORLD

CERTIFICATE IV

Course Code: BSB40215 - CRICOS Code: 088284M

This course equips learners with sound business knowledge and extends their skills so that they can learn the basics of successfully contributing in a business. Students will learn to implement customer service strategies and basic leadership skills.

DIPLOMA

Course Code: BSB50215 - CRICOS Code: 088286J

This course will assist students in enhancing their entrepreneurship skills where they will learn about the process of launching and running a new business. Some of the skills they will learn include developing a business plan, hiring staff and providing leadership.

KEY HIGHLIGHTS



Industry Engagement

We offer students the chance to engage with, meet and network with industry leaders through a variety of open channels including our own Pitch Night, Showcase, Info Night and Industry Insider.



Showcase

Is available to our Business students to display their skill and showcase their ideas to investors and industry.



Practical Experience

Through our expert trainers and real-life case study approach, our graduates are job-ready faster. Our Studio+ programme offers students industry internship placement opportunities.

TIMETABLE

COURSES	DAY			EVENING			FULL DAY			DURATION
	SYD	MELB	N. SYD	SYD	MELB	N. SYD	SYD	MELB	N. SYD	
Certificate IV in Business - BSB40215			✓ ²	✓	✓					5 TERMS 40 - 44 weeks
Diploma of Business - BSB50215							✓	✓	✓ ⁴	6 TERMS 52 weeks

1 - From January 2019 2 - From March 2019 3 - From May 2019 4 - From July 2019 5 - Current Full Day Friday | Saturday from July 2019

■ Skills Development classes available at all campus locations

CERTIFICATE IV IN BUSINESS

BSBCMM401	MAKE A PRESENTATION
BSBCUS401	COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
BSBCUS402	ADDRESS CUSTOMER NEEDS
BSBCUS403	IMPLEMENT CUSTOMER SERVICE STANDARDS
BSBINN301	PROMOTE INNOVATION IN A TEAM ENVIRONMENT
BSBLE401	DEVELOP TEAMS AND INDIVIDUALS
BSBMKG413	PROMOTE PRODUCTS AND SERVICES
BSBPMG522	UNDERTAKE PROJECT WORK
BSBWRT401	WRITE COMPLEX DOCUMENTS
BSBWHS401	IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS

DIPLOMA OF BUSINESS

BSBADM502	MANAGE MEETINGS
BSBHRM513	MANAGE WORKFORCE PLANNING
BSBHRM501	MANAGE HUMAN RESOURCE SERVICES
BSBSUS501	DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY
BSBRK501	MANAGE RISK
BSBWOR501	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
BSBHRM506	MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES
BSBMKG502	ESTABLISH AND ADJUST THE MARKETING MIX

WHAT WILL I LEARN?

As a student of Certificate IV in Business, you will learn wide-ranging skills to launch a successful career in Business in an English speaking country. You can then progress to our Diploma course to gain high level skills such as practical expertise across HR, marketing, risk management policies and operations to advance your career in business or administration. Your new skills will be valuable as you build your own startup or assist the growth of existing business.



Showcase: The Showcase allows students to present their innovative ideas to industry partners and potential investors.

WHO IS THIS COURSE FOR? Business is ideal for students who would like to learn to prepare and deliver an effective and professional presentation. Students will be able to coordinate and implement customer focused projects and develop relationships to grow their business. This course will teach students to develop leadership and project planning skills to help their business.



CAREER OUTCOMES

**ADMINISTRATOR, OFFICE COORDINATOR, PROJECT OFFICER,
BUSINESS DEVELOPMENT MANAGER, OFFICE MANAGER OR PROGRAM COORDINATOR**

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