

# SPECIALIZATION IN BUSINESS ESSENTIALS

## COMPILED FROM BSB40120 CERTIFICATE IV IN BUSINESS



**Greystone**  
COLLEGE

Package 6 consecutive units IN OUR BSB40120 Certificate IV in Business and on successful completion get a Specialization in Business Essentials.

CRICOS COURSE CODE: 104778G

### Campus

**Adelaide, Brisbane, Melbourne, Sydney**

*Due to COVID-19, Greystone College Australia will continue to offer online VET classes until at least the end of 2022.*

### Program Length

28-34 weeks\* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

*\*24 weeks study + up to maximum 10 weeks scheduled breaks*

### Schedule

Weekday: Adelaide, Brisbane, Melbourne, Sydney

Weekend: Adelaide, Brisbane, Melbourne, Sydney

### 2021 Start Dates

May 10, Jun 7, Aug 2, Aug 30, Sep 27, Nov 22

#### SCHEDULED BREAKS

Jul 5 - Aug 1

Oct 25 - Nov 21

Dec 20 - Jan 2, 2022

### 2021 Fees

Registration fee: \$230

Material fees: \$280

Tuition: \$5,800

*RPL & Credit Transfer must be applied for upon enrolment  
Moodle re-opening fee \$50\**

*\* All fees in Australian Dollars, payment by installment is available on request and approval*

### Entry Requirement

- An equivalent of Australia's Year 10 school certificate. A prior working knowledge of a business environment would be useful.
- International students must meet a minimum language requirement of IELTS 5.0 with a minimum band score of 5.0. TOEIC 600 with a minimum reading score of 300. Direct entry is available through ILSC Intermediate 2 and above.
- Students must be at least 18 at the commencement of studies.

### Program Description

The Specialization in Business Essentials gives students the flexibility to package 6 consecutive units found in our BSB40120 Certificate IV in Business. On successful completion of these units, you will have started developing key skills to support you in a variety of business services job roles that support administration and operations. Students who complete these units will have the option to continue on and study the rest of the BSB40120 Certificate IV in Business if they choose.

### Study Schedule/Delivery Mode

In all of our programs, you will build a timetable which combines 14 hours a week of face-to-face, in-class study and six hours per week online study. The online study component includes exercises, discussion forums, and resources to help with assignments and to provide foundational academic and learning skills. In-class study schedules combine the core lecture with Assessment Essentials and PASS classes.

You must attend both lectures, as each lecture covers different content. PASS classes are Practical Assessment Support Sessions. In PASS classes, you will meet with your trainer to discuss any questions you may have about study or assessments. In Assessment Essentials, you'll learn essential tips and info on how to successfully complete the unit. This class guides you through the unit focusing on key topics you need to master, as well as assessment tips and common mistakes. NOTE: If you miss a class, please view the videos.

### Weekday Schedule - Sample\*

HOURS	MONDAY	TUESDAY
1:15 PM-3:15 PM	Assessment Essentials	PASS
3:30 PM-5:30 PM	PASS	Assessment Essentials
6:00 PM-9:00 PM	Lecture	Lecture

### Weekend Schedule - Sample\*

HOURS	FRIDAY	HOURS	SATURDAY
1:15 PM-3:15 PM	Assessment Essentials	9:00 AM-12:00 PM	Lecture
3:30 PM-5:30 PM	Assessment Essentials	12:30 PM-3:30 PM	Lecture
6:00 PM-9:00 PM	PASS	3:45 PM-4:45 PM	PASS

*\* Schedules may vary.*



# Specialization in Business Essentials Units

Take 6 consecutive units out of the following 12 units offered in the BSB40120 Certificate IV in Business.\*

## **BSBCRT411 APPLY CRITICAL THINKING TO WORK PRACTICES**

In this unit you will learn how to use advanced level critical thinking skills in the workplace. Topics include: Establish role of critical thinking in the workplace; Lead critical thinking process; Develop critical thinking mindset.

## **BSBTEC404 USE DIGITAL TECHNOLOGIES TO COLLABORATE IN A WORK ENVIRONMENT**

In this unit you will learn how to use digital technology to collaborate in a workplace, including working as part of a remote team, and to complete work tasks more efficiently and effectively. Topics include: Review existing digital technology use in the business; Identify opportunities to implement digital technologies for workplace collaboration; Implement and use digital technologies to collaborate in the workplace.

## **BSBTWK401 BUILD AND MAINTAIN BUSINESS RELATIONSHIPS**

In this unit you will learn how to establish, develop and maintain effective work relationships and networks through relationship building and negotiation skills. Topics include: Establish business relationships; Maintain business relationships; Build and improve business relationships.

## **BSBWHS411 IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS**

In this unit you will learn how to implement and check an organisation's workplace health and safety (WHS) policies, procedures and programs. Topics include: Provide information to work team about WHS policies and procedures; Implement and monitor work team consultative arrangements for managing WHS; Implement and monitor organisational procedures for providing WHS training to work team; Implement and monitor organisational procedures and legal requirements for identifying hazards, and assessing and controlling risks; Implement and monitor organisational procedures for maintaining WHS records.

## **BSBWRT411 WRITE COMPLEX DOCUMENTS**

In this unit you will learn how to plan, draft and finalise complex documents based on a range of information sources. Topics include: Plan complex document; Draft complex document; Finalise complex document.

\*Units offered in the BSB40120 Certificate IV in Business run in sequence. When you take the specialization, the particular 6 units available to you will depend on your start date.

## **BSBXC401 APPLY COMMUNICATION STRATEGIES IN THE WORKPLACE**

In this unit you will learn how to use effective communication strategies to provide instruction and feedback, and facilitate respectful interaction, in the workplace within any industry. Topics include: Prepare for communication; Use communication strategies to provide work instruction; Facilitate workplace communication; Monitor and support team communication.

## **BSBPEF402 DEVELOP PERSONAL WORK PRIORITIES**

In this unit you will learn how to plan and prioritise your tasks at work, and how to seek and evaluate feedback on your work performance. Topics include: Plan personal work schedule; Implement personal work schedule; Review personal work priorities.

## **BSBPEF502 DEVELOP AND USE EMOTIONAL INTELLIGENCE**

In this unit you will learn how to develop emotional intelligence to increase self-awareness, self-management, and social awareness, and to manage relationships in the workplace. Topics include: Prepare to develop emotional intelligence; Develop emotional intelligence; Promote development of emotional intelligence in others.

## **BSBCMM411 MAKE PRESENTATIONS**

In this unit you will learn how to prepare, deliver and review presentations for a range of purposes such as marketing, training and promotions. Topics include: Prepare presentation; Deliver presentation; Review presentation.

## **BSBCRT412 ARTICULATE, PRESENT AND DEBATE IDEAS**

In this unit you will learn how to effectively express, present and debate ideas, using creative techniques to engage others. Topics include: Establish framework for communication; Develop ideas for communication; Debate and discuss ideas.

## **BSBPMG430 UNDERTAKE PROJECT WORK**

In this unit you will learn how to complete a small project or part of a larger project. You will learn how to develop a project plan, administer and monitor the project, then finalise and review it. Topics include: Establish project parameters; Develop project plan; Administer and monitor project; Finalise and review project.

## **BSBMKG433 UNDERTAKE MARKETING ACTIVITIES**

In this unit you will learn how to prepare, coordinate and review basic marketing activities for small or large enterprises. Topics include: Prepare to undertake marketing activity; Co-ordinate marketing activities; Review marketing activities.

## Important Information

### GREYSTONE COLLEGE TRAINING FACILITIES AND RESOURCES

Greystone College campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, software, free WIFI, photocopiers, charging stations, and student lounge. It is highly recommended you bring your own laptop (device) to enhance your campus experience. All course resources are available to students via their personal login to the Learning Management System (Moodle). Students can track their progress and academic success.

### BOOTCAMP

Bootcamp is a free service designed to keep you on track. Juggling a busy lifestyle with study and work can be tough; our free Bootcamp program is available to help students catch up on assessments if they fall behind.

### COURSE RESOURCES

The Online Course Resource Library provides students with informative links and information. Resources are easily searched by course unit or topic, and make your learning easier. On the Online Learning Management System (LMS), all class assessments, student work books, and extra resources that support class delivery are available for download. Test and assessment results are posted in student files. Students can use the LMS to message other students in their classes or their trainer if they have questions or want to connect.

### ASSESSMENTS

All units studied in this qualification will be assessed in at least three different ways. Assessments will consist of a mix of quizzes, projects, case studies, presentations, and questions.

### COURSE COMPLETION

Students obtaining a 'Competent' result for the units studied will be issued a 'Statement of Attainment' for each unit. Students may choose to continue and complete the full BSB40120 Certificate IV in Business (6 more units) in order to receive the full 'Qualification'.

### RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

RPL and Credit Transfer can be applied for at the time of enrolment or during the orientation. Please refer to Greystone College website or VET Student Handbook for more information.



## WHAT IS NATIONALLY RECOGNISED TRAINING

All Greystone College programs are Nationally Recognised Training. The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.

For policies and procedures around: deferring, suspending, or cancelling enrollment; refunds; complaints and appeals; tracking attendance and academic progression, please refer to our website: <https://www.greystonecollege.com.au/policies>

Greystone College Pty Ltd partners with local and global agents to engage with prospective students. Please see the list on our website under Policy and Procedures for details.



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RTO Number 31564, CRICOS Course Code: 02137M.



# ONLINE LEARNING SUPPORT MEASURES FOR GREYSTONE COLLEGE STUDENTS



## **Why is Greystone College Australia delivering classes online?**

Due to the COVID-19 pandemic, Greystone College has had to shift its delivery of VET courses from on-campus to online. We will continue to keep students updated as Greystone College assesses government guidelines and directives.

## **How can I access my online VET courses?**

Delivery of lectures and support classes are provided using professional ZOOM webinar technology. The technology allows students and trainers to screen share content, use on screen whiteboards, use breakout rooms for group based learning activities or private conversations, manage in class polls and debates, trainer to student or student to student chat functions and much more.

## **What equipment do I need to join online?**

Greystone College students can participate in the online courses using a smartphone, laptop or tablet. They also need an internet connection to connect in.

Greystone College uses MOODLE as its Learner Management System, which all students have access to once they commence their program. Classes are delivered remotely using ZOOM as its platform.

If a student does not have the necessary equipment to join online classes, the college may be able to support the student with on-campus equipment.

Greystone College students receive a free Microsoft Office subscription, and this allows them to have access to all the MS suite of products, including Word, Excel, PowerPoint and TEAMS.

## **How should I complete assessments?**

### **How about observations and role-plays?**

Assessments are delivered using our customised Learning Management System, Moodle. Students are able to access all topic content online, and provide written responses using fillable PDF documents and templates to deliver individual and group-based assessment. If students are not able to access these documents online, PDF print-outs can be made available.

Students are also required to demonstrate knowledge of assessments through trainer observations during webinars as part of their final grade. Observations might include a group activity such as a presentation, or individual role play simulation. Grades and detailed assessment feedback are allocated to students via Moodle allowing students to manage their course progress.

## **Who can I talk to if I have a problem?**

Greystone College students have access to student support via email, phone or in-person at the campus.

[WWW.GREYSTONECOLLEGE.COM.AU](http://WWW.GREYSTONECOLLEGE.COM.AU)

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