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Certificate IV in Business
BSB40207

Qualification Rules

You must complete 10 units of competency consisting of:
1 core unit plus 9 elective units
A maximum of 1 unit may be selected from either a Certificate III or Diploma qualification

UNITS OF COMPETENCY

CODE	TITLE	
	CORE UNITS	
BSBOHS407A	Monitor a safe workplace	OHS
	ELECTIVE UNITS	
BSBCUS401A	Coordinate implementation of customer service strategies	Customer Service
BSBFIA402A	Report on financial activity	Financial
BSBADM405B	Organise meetings	Administration
BSBADM409A	Coordinate business resources	Administration
BSBINN301A	Promote innovation in a team environment	Communication
BSBITA401A	Design databases	IT
BSBITU401A	Design and develop complex text documents	IT
BSBITU402A	Develop and use complex spreadsheets	IT
BSBITU404A	Produce complex desktop published documents	IT
BSBLED401A	Develop teams and individuals	Communication
BSBMKG413A	Promote products and services	Marketing
BSBMKG414A	Undertake marketing activities	Marketing
BSBREL401A	Establish networks	Communication
BSBRES401A	Analyse and present research information	Administration
BSBRSK401A	Identify risk and apply risk management	Administration
BSBSUS301A	Implement and monitor environmentally sustainable work practices	Administration

Cost: $2,200 – Payment options are available
Training Delivery: Self paced trainer facilitated, supported distance and trainer led
Traineeship: Employers may be eligible for Commonwealth funding

NATIONALLY RECOGNISED TRAINING

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