

CERTIFICATE IV IN BUSINESS

BSB40215

TOID: 21403



Certificate IV in Business

BSB40215

Qualification Overview

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyses information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Pre Requisites:

There are no formal pre requisites to this qualification however students will need to demonstrate level 2 Language;

Career Opportunities:

- Administrator
- Executive Personal Assistant
- Office Administrator
- Project Officer
- Sales Account Assistant
- Sales Agent

Duration

Average completion time is 6 months. The full qualification must be completed within 24 months from date of enrolment and regular submission of assessment tasks is required.

Location:

Hoppers Crossing

Fees and Charges:

You could be entitled to Government Funding for this course which makes it affordable for anyone who qualifies.

For both Government Funded and Full fee payment methods please contact training office on 9748 9233.

How to Apply

Call training office on 9748 9233 to make an appointment to enroll and please ensure you have these following documents with you if you are applying for Government Funding:

1. Proof of citizenship/residency
2. Proof of Age

Study Modes Available

Online

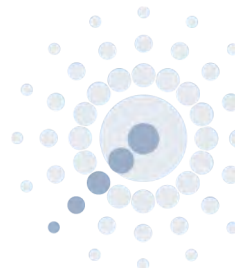
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Units studied for this program: *10 units in total must be completed for this qualification*

BSBWHS401	Implement Workplace Information System
BSBADM405	Organize Meetings
BSBCMM401	Make a presentation
BSBITU404	Produce Complex Desktop Published Documents
BSBITU401	Design and Develop Complex Text Documents
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address Customer needs
BSBLED401	Develop teams and individuals
BSBWRT401	Write complex documents
BSBRSK401	Identify Risk and apply risk Management process



OTHER AVAILABLE COURSES

Diploma of Early Childhood Education & Care CHC50113

Diploma of School Age Education & Care CHC50213

Certificate IV in Business Administration BSB40515

Certificate IV in Christian Ministry & Theology 10742NAT

Certificate III in Early Childhood Education & Care CHC30113

Various Short Courses

Provide Cardiopulmonary Resuscitation HLTAID001

Provide First Aid HLTAID003

Provide an Emergency First Aid Response in an

Education and Care setting HLTAID004

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