

Certificate IV in Business

BSB40120 CRICOS COURSE CODE: 109054C



Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others

Course Duration

Full time: 52 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Core Units	Unit Description
BSBWHS411	Implement & monitor WHS policies, procedures and programs
BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
Elective Units	Unit Description
BSBOPS405	Organise business meetings
BSBOPS404	Implement customer service strategies
BSBHRM413	Support the learning & development of teams & individuals
BSBOPS403	Apply business risk management processes
BSBPEF502	Develop and use emotional intelligence
BSBPEF403	Lead personal development