

# Certificate IV in Business- BSB40215

<b>Course Name</b>	<b>BSB40215 Certificate IV in Business</b>	
<b>CRICOS Code</b>	099388A	
<b>Delivery Mode</b>	Face to Face	
<b>Course Duration</b>	48 weeks total duration 36 weeks tuition delivery	
<b>Course Structure</b>	Number of units	10
	Core units	1
	Electives	9
<b>Pre-requisites</b>	None	
<b>Course Outcomes</b>	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 analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.	
<b>Course Content: Students are required to complete all of the following units:</b>		
<b>Unit Code</b>	<b>Unit Title</b>	<b>Core/Elective</b>
<b>BSBITU401</b>	Design and Develop complex text documents	E
<b>BSBWRT401</b>	Write complex documents	E
<b>BSBITU402</b>	Develop and use complex spreadsheets	E
<b>BSBFIA401</b>	Prepare financial reports	E
<b>BSBADM405</b>	Organise Meetings	E
<b>BSBADM409</b>	Coordinate business resources	E
<b>BSBMKG413</b>	Promote products and services	E
<b>BSBMKG414</b>	Undertake marketing activities	E
<b>BSBCMM401</b>	Make a presentation	E
<b>BSBWHS401</b>	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	C