

Certificate IV in Business - BSB40207

Course Description

This qualification develops broad business skills and ideas for people who are ready to take more responsibility in the daily operations of a small business. The course develops proactive self-management and operational skills that will help participants offer even greater value to the business. The course is flexible which means that it is suitable for a wide range of businesses and industries.

Subjects

A total of 10 units are required to complete this qualification.

<p>Core Units BSBOHS407A Monitor a safe workplace (<i>must be selected</i>)</p> <p>Plus select a min of 5 Business Units below</p> <p><u>Business units</u> BSBADM409A Coordinate business resources BSBWRT401A Write complex documents BSBMKG413A Promote products and services BSBCUS402A Address customer needs BSBINN301A Promote innovation in a team environment BSBLED401A Develop teams and individuals BSBREL401A Establish networks BSBITU401A Design and develop text documents BSBITU402A Develop and use complex spreadsheets</p> <p>Elective Units (select elective units, max 4)</p> <p><u>Administration</u> BSBWOR404A Develop work priorities BSBADM405B Organise meetings</p>	<p>Elective Units continued</p> <p><u>Frontline Management</u> BSBMGT403A Implement continuous improvement</p> <p><u>HR</u> BSBHRM401A Review human resources functions BSBHRM402A Recruit, select and induct staff</p> <p><u>Accounts (maximum 1 unit may be selected)</u> BSBFIA302A Process payroll BSBFIA303A Process accounts payable and receivable</p> <p><u>Recordkeeping</u> BSBRKG403B Set up a business or records system for a small office</p> <p><u>Small Business</u> BSBSMB401A Establish legal and risk management requirements of small business</p>
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Entry Requirements

There are no pre-requisites for this qualification.

Career Opportunities

- Administrator
- Project Officer
- Executive Personal Assistant
- Office Administrator
- Project Assistant

Further Education Opportunities

Participants who have completed their Certificate IV in Business can move forward to a Diploma of Business Management.

The Next Step

To enrol in this course or for further information contact Enrich Training on (07) 3162 9500 or email info@enrichtraining.com.au