

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 Unit BSBOHS407A Monitor a safe workplace (<i>must be selected</i>)</p> <p>Plus select 5 Business Units below</p> <p><u>Business units</u> BSBCUS401B Coordinate implementation of customer service standards BSBCUS402B Address customer needs BSBEBU401A Review and maintain a website BSBMKG413A Promote products and services BSBREL401A Establish networks BSBITU401A Design and develop text documents BSBITU402A Develop and use complex spreadsheets BSBADM409A Coordinate business resources BSBLED401A Develop teams and individuals BSBWRT401A Write complex documents</p>	<p>Plus select 4 units from remaining business units in the left column or the units below.</p> <p><u>Administration</u> BSBADM405B Organise meetings</p> <p><u>Frontline Management</u> BSBMGT403A Implement continuous improvement</p> <p><u>HR</u> BSBHRM402A Recruit, select and induct staff</p> <p><u>Recordkeeping</u> BSBRKG403C Set up a business or records system for a small office</p> <p><u>Intellectual Property</u> BSBIPR401A Use and respect copyright</p>
--	---

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 Management.

The Next Step

To enrol in this course or for further information contact Enrich Training on (07) 3315 6311 or email info@enrichtraining.com.au

