

BSB40120 CERTIFICATE IV IN BUSINESS

Build practical skills. Strengthen your professional foundation



ABOUT THIS COURSE

The **BSB40120 Certificate IV in Business** reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory accountabilities.

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.

This qualification provides a pathway to further study and a wide range of opportunities across the business sector.

WHY CHOOSE THIS COURSE?



Practical Skills

Gain real-world business skills that employers value.



Career Growth

Build confidence and open doors to new opportunities.



Industry Relevant

Learn up-to-date skills applicable across a wide range of industries.



Flexible Learning

Study in a supportive environment with flexible delivery options.



CAREER OPPORTUNITIES

This qualification can lead to a variety of roles, such as:

- Office Manager
- Administration Officer
- Executive Assistant
- Team Leader
- Customer Service Officer
- Project Administrator

WHAT WILL YOU ACHIEVE?



Develop administration and planning skills to support business operations.



Enhance communication, teamwork and customer service skills.



Improve problem-solving and decision-making abilities.



Use technology and business systems effectively.



Build a strong foundation for further study and career progression.

COURSE DETAILS

Duration: 6 Months - 1 year

Delivery: Blended learning with face-to-face classes and self-study

AQF Level: 4

Campus: Level 1, 379 Bradman Street, Acacia Ridge QLD 4110



ENQUIRE NOW

and start your journey towards a brighter future!



UNITS OF COMPETENCY

Total of 12 units are required to attain BSB40120 Certificate IV in Business qualification.

Core

- **BSBXCM401: Apply communication strategies in the workplace**
- **BSBWHS411: Implement and monitor WHS policies, procedures and programs**
- **BSBTEC404: Use digital technologies to collaborate in a work environment**
- **BSBWRT411: Write complex documents**
- **BSBTWK401: Build and maintain business relationships**
- **BSBCRT411: Apply critical thinking to work practices**

Elective

- **BSBPEF403: Lead personal development**
- **BSBPEF502: Develop and use emotional intelligence**
- **BSBXBD402: Test big data samples**
- **BSBXBD403: Analyse big data**
- **BSBXBD406: Present big data insights**
- **BSBXBD404: Use big data for operational decision making**