



## Certificate IV in Business (BSB40215)

In this course you will learn and develop your skills in a range of aspects of business including communication, marketing and leadership. Your Qualification will allow you to work as an administrator or supervisor in a number of diverse industries.

### Future Pathways

BSB50215 Diploma of Business

### Duration

6 months (run over two 9-week terms)

### Core Units

**BSBWHS401** Implement and monitor WHS policies, procedures and programs to meet legislative requirements

### Elective Units

**BSBCRT401** Articulate, present and debate ideas

**BSBCUS401** Coordinate implementation of customer service strategies

**BSBITU402** Develop and use complex spreadsheets

**BSBMM401** Make a presentation

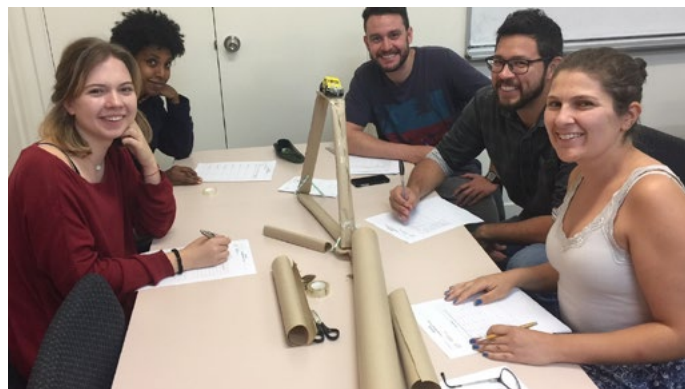
**BSBCUS403** Implement customer service standards

**BSBMKG408** Conduct market research

**BSBRES411** Analyse and present research information

**BSBINN301** Promote innovation in a team environment

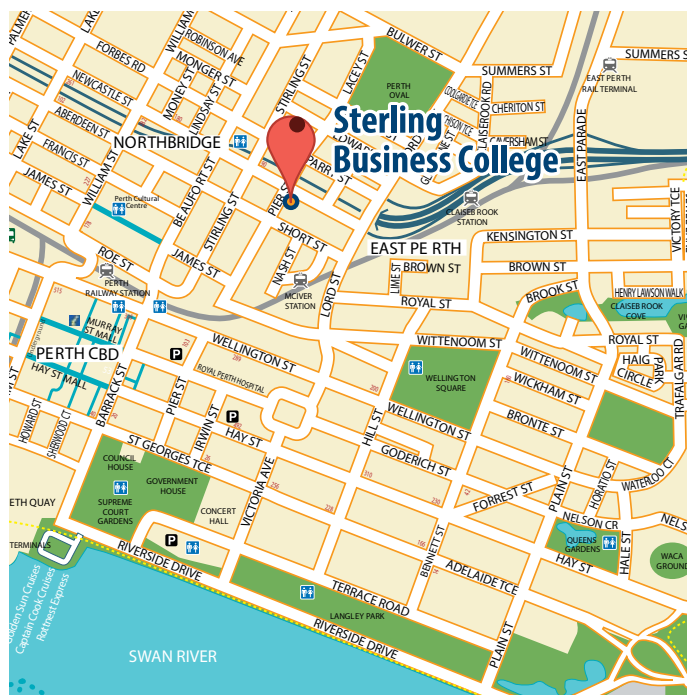
**BSBLDR401** Communicate effectively as a workplace leader



### Attendance Details

Mondays, Tuesdays and Wednesdays: In class

Venue: Sterling Business College  
65 Newcastle Street  
Perth WA 6000



\*\*Please note: elective course units may vary