

Australian Hair and Beauty College

Provider 91006

CRICOS 02606J

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www.hairbeautyaustralia.com.au

CERTIFICATE IV IN BUSINESS – BSB40207 – Course Outline

To achieve a Certificate IV in Business 1 Core Unit and 9 pre-selected Elective Units must be completed.

BSBMGT401A	Show leadership in the workplace	E
BSBWOR404A	Develop work priorities	E
BSBWOR402A	Promote team effectiveness	E
BSBOHS407A	Monitor a safe work place	C
BSBWRT401A	Write complex documents	E
BSBADM405B	Organise meetings	E
BSBCMM401A	Make a presentation	E
BSBMKG413A	Promote products and services	E
BSBCUS402A	Address customer needs	E
SIRXCCS003A	Coordinate interaction with customers	E

C - (Core Units)

E- (Elective Units)

Vocational Outcomes: Having achieved the BSB40207 Certificate IV in Business qualification, candidates would be seeking employment in various business enterprises leading to and centring around sales & marketing, project management, various administration roles and a personal development to a more senior position within a medium to large corporate environment.

Further study recommends Diploma of Business BSB50207