

BSB40215 Certificate IV in Business

Criteria: 10 units

1 core unit, 9 Elective units selected

| Type of unit | Unit code | Competency unit name | Face to face hours |
|---------------------|-----------|---|----------------------|
| Term 1A/2021 | | | 4 Jan 21 – 7 Feb 21 |
| Elective* | BSBITU401 | Design and develop complex text documents | 60 |
| Elective* | BSBITU404 | Produce complex desktop published documents | 40 |
| Term 1B/2021 | | | 8 Feb 21 – 7 Mar 21 |
| Elective* | BSBITU402 | Develop and use complex spreadsheets | 80 |
| Term 2A/2021 | | | 5 Apr 21 – 9 May 21 |
| Elective* | BSBWRT411 | Write complex documents | 100 |
| Term 2B/2021 | | | 10 May 21 – 6 Jun 21 |
| Core | BSBWHS411 | Implement and monitor WHS policies, procedures and programs | 80 |
| Term 3A/2021 | | | 5 Jul 21 – 8 Aug 21 |
| Elective* | BSBCUS403 | Implement customer service standards | 60 |
| Elective* | BSBCUS402 | Address customer needs | 40 |
| Term 3B/2021 | | | 9 Aug 21 – 5 Sep 21 |
| Elective* | BSBADM405 | Organise Meetings | 80 |
| Term 4A/2021 | | | 4 Oct 21 – 7 Nov 21 |
| Elective * | BSBPMG522 | Undertake project work | 100 |
| Term 4B/2021 | | | 8 Nov 21 – 5 Dec 21 |
| Elective* | BSBCMM401 | Make a presentation | 80 |
| | | | 720 |

* Elective units which selected from the elective list