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/2019			7 Jan 19 – 10 Feb 19
Elective*	BSBITU401	Design and develop complex text documents	60
Elective*	BSBITU404	Produce complex desktop published documents	40
Term 1B/2019			11 Feb 19 – 10 Mar 19
Elective*	BSBITU402	Develop and use complex spreadsheets	80
Term 2A/2019			8 Apr 19 – 12 May 19
Elective*	BSBWRT401	Write complex documents	100
Term 2B/2019			13 May 19 – 9 Jun 19
Core	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	80
Term 3A/2019			8 Jul 19 – 11 Aug 19
Elective*	BSBCUS403	Implement customer service standards	60
Elective*	BSBCUS402	Address customer needs	40
Term 3B/2019			12 Aug 19 – 8 Sep 19
Elective*	BSBADM405	Organise Meetings	80
Term 4A/2019			7 Oct 19 – 10 Nov 19
Elective*	BSBPMG522	Undertake project work	100
Term 4B/2019			11 Nov 19 – 8 Dec 19
Elective*	BSBCMM401	Make a presentation	80
			720

* Elective units which selected from the elective list