



# Salisbury College Australia

## BSB40120 Certificate IV in Business (Administration)

**2024  
COURSE**

*Knowledge gives power*



## Course Duration

52 weeks (40 study weeks + 12 weeks holiday)

## Career Opportunities:

- Administrator
- Project Officer

## Delivery method:

Face to face

## Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles.

These individuals may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. 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. They may provide leadership and guidance to others with some limited responsibility for the output of others.



## Award

Successful completion of all the twelve (12) unit of competencies required to be awarded with an AQF certification.

Partial completions will be awarded with a Statement of Attainment.

## Study Pathway

Students may further continue their study in BSB50120 Diploma of Business.



## Trainer Description

Hello Students!

My name is **Mohammad Shydul Kabir Chawdhury**. We congratulate you for selecting Salisbury College for your education journey that is committed to ensure quality education and training. At Salisbury, our course structure and assessments are designed such a way that students get opportunities to develop their skills across several important areas. We strongly focused on student's participation in class environment that they can successfully complete their study with full confidence.

The beautiful thing about learning is that nobody can take it away from you.” –B.B King.

There is no substitute for education and knowledge, and I believe everyone should get an opportunity to achieve it. I have over 15 years of experience working in education industry in various capacity, mostly as a Trainer and Assessor role in a govt sector. I am looking forward to getting an opportunity to share my experience and knowledge with you. I look forward to seeing you in the class.

Kind regards



### Total number of units 12 (6 Core and 6 Electives)

Core Unit		
1	BSBCRT411	Apply critical thinking to work practices
2	BSBTEC404	Use digital technologies to collaborate in a work environment
3	BSBTWK401	Build and maintain business relationships
4	BSBWHS411	Implement and monitor WHS policies, procedures and programs
5	BSBWRT411	Write complex documents
6	BSBXCM401	Apply communication strategies in the workplace
Elective Units		
1	BSBPEF402	Develop personal work priorities
2	BSBPEF502	Develop and use emotional intelligence
3	BSBPMG430	Undertake project work
4	BSBTEC403	Apply digital solutions to work processes
5	BSBINS402	Coordinate workplace information systems
6	BSBOPS405	Organise business meetings

Your success starts with us



## How to apply?

 1300 121 888

 [www.sc.edu.au](http://www.sc.edu.au)

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